



## AGENDA

REGULAR MEETING OF THE PLANNING & ZONING COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD AT 6 P.M. ON APRIL 15, 2013 IN THE CITY COUNCIL CHAMBERS, 826 NORTH MAIN STREET IN COTTONWOOD.

I. CALL TO ORDER

II. ROLL CALL

III. 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.*

IV. APPROVAL OF MINUTES OF MARCH 18, 2013

V. UNFINISHED BUSINESS

1. **PCU 13-007** Consideration of a Conditional Use Permit proposal for placement of a cantilevered sign which exceeds the 24 square foot maximum established by the Cottonwood Zoning Ordinance under Section 405.H.2. The proposal would establish a sign of approximately 42 square feet. The proposal is associated with the ongoing renovation of a historic building located at 1060 North Main Street. APN 406-22-048. Owner: 1060 N. Main LLC. Agent: Robert Backus.

VI. NEW BUSINESS

1. **PCU 08-002** Review of a Conditional Use Permit for on-site processing of an existing slag pile. The facility would be located on a portion of a 12.25 acre parcel zoned CF (Commercial Facilities), just west of the Verde Valley Fairgrounds. The site is also north of 89A between 6<sup>th</sup> and 12<sup>th</sup> Streets. APN: 406-42-097M. Owner: Verde Valley Fair Association. Agent: Tom Hurkett, Minerals Research & Recovery, Inc.

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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.*

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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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*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 these from the Planning Technician at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.*

2. **ZO 13-005** Consideration of an amendment to the Cottonwood Planning and Zoning Ordinance in order to establish a new section, SECTION 310. "HISTORIC PRESERVATION ORDINANCE," as forwarded from the Historic Preservation Commission.
3. **ZO 13-006** Consideration of an amendment to the Cottonwood Planning and Zoning Ordinance adding, SECTION 428. "HISTORIC PRESERVATION (HP) Overlay Zoning District.

## VII. DISCUSSION ITEMS

1. Overview of draft Growth Areas and Environmental Planning elements for the Cottonwood General Plan 2025.

## VIII. 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).*

## IX. ADJOURNMENT

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Official Minutes of the City of Cottonwood  
Planning & Zoning Commission Regular Meeting  
Held, March 18, 2013, at 6:00 P.M. at the Yavapai County Building  
10S. 6<sup>th</sup> Street – Cottonwood, Arizona

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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                      Raymond Cox  
Robert Williams                         Jean Wilder

Vice Chair Lovett and Commissioner Wasden were absent

Staff Members Present

Dan Lueder, Development Services GM  
Berrin Nejad, Community Development Manager  
George Gehlert, Community Development Director  
Leslie Wager, Administrative Coordinator, Recorder  
Charles Scully, Long Range Planner, Community Development

CALL TO THE PUBLIC

There was no public comment.

APPROVAL OF MINUTES OF FEBRUARY 25, 2013

**Motion:**                      *To approve the minutes of 2/25/13 as written.*

**Made by:**                     *Commissioner Williams*

**Second:**                    *Commissioner Cox*

**Vote:**                         *Unanimous*

UNFINISHED BUSINESS (NONE)

NEW BUSINESS

1. **DR 12-019** Consideration of Design Review application for renovation of a historic building located at 1060 North Main Street. APN: 406-22-048. Owner: 1060 North Main LLC. Agent: Robert Backus.

Director Gehlert stated the subject property includes 2,749 square feet of commercial space on the first floor and 852 square feet of mixed use on the second floor. The first floor would be developed as a pizzeria with a bar. The second floor would be devoted to a residence and small salon. The first floor also

includes a proposal for an open air service window and numerous outdoor patios on the north, east and west sides of the building. Staff issued permits a few months ago on some interior stabilization work following the initial acquisition of the building by the current owner. Code Review was completed in August regarding finish work associated with the interior building shell. At that point there still was no proposed use and exterior changes amounted to a little more than paint. The owners recently submitted the pizzeria proposal and elevations which suggest some fairly elaborate detailing and signage. The elevations also suggest the use of live torches as part of the exterior décor and lighting. As the building is already built to the property boundaries, there are no proposed additions to the building footprint. An outdoor deck has also been added to the second floor.

Director Gehlert stated the Staff issues are as follows:

- **Encroachments:** The proposal includes a series of encroachments into adjacent public rights-of-way and easements, as depicted in the enclosed site plan. A licensing agreement will be considered by the City Council with regard to use of these areas on March 19, 2013.
- **Cantilevered Sign:** The sign code generally limits cantilevered signs to 24 square feet in area. The code also prohibits signs above the roof line. In this instance, there is also a second story roofline. The code is not clear about how to interpret this issue.

Director Gehlert stated Staff believes the design fits well with Old Town, including the proposal for the open air service bar, patios and signage. Staff therefore supports approval of DR 12-019 subject to the following:

1. Development in conformance with the submitted letter of intent, site plan and elevations.
2. Anything else the Commission deems necessary.

Bob Backus, Backus Building, stated this is an on-going process as Backus Building and Eric Jurisin are cleaning up the north end of Main Street, creating a nice entrance coming from Clarkdale into Old Town.

Commissioner Wilder inquired where parking for the building will be located. Chairman Kiyler stated there is a parking lot to be built by the City across the street. Dan Lueder, Development Services General Manager, stated parking restrictions do not apply in Old Town. Lueder added the parking lot will be completed this summer.

Eric Jurisin, owner, stated this corner lot has a lot of beauty with the bridge and the trees, it is a great spot and they are doing quite a bit to enhance it. Commissioner Wilder inquired about the small salon on the second floor. Jurisin stated the salon will be for his daughter and will be used for the next two years then he would like to turn the studio into a rental for the Tavern Hotel.

The Commission agreed the project would be a nice addition to Old Town.

- Motion:** *To approve DR 12-019 with the following two stipulations:*
- 1. Development in conformance with the submitted letter of intent, site plan and elevations.*
  - 2. That the sign proposal be brought before the Planning and Zoning Commission for review.*

**Made by:** *Commissioner Cox*  
**Second:** *Commissioner Wilder*  
**Vote:** *Unanimous*

**2. G 13-002 / Z13-003** Consideration of a request for a minor amendment to the Cottonwood General Plan and a zone map change.

G13-002 Consideration of a request for a minor amendment to the Cottonwood General Plan for approximately fifteen acres located at the southwest corner of East Fir Street and Camino Real. The request would change the General Plan's land use designation for this acreage from "Public/Institutional" to "Residential Medium Density." APN: 406-12-001A. Address: 1780 S. Camino Real. Owner: Mingus Union High School District #4. Agent: Mike Gardner, Casa Verde Consulting.

Z13-003 Consideration of a zone map change from AR-43 (Agricultural/Residential 43,000 square foot minimum lot size) to R2 (Single family/multiple family) and associated Preliminary Site Plan to enable development of a multi-family residential community approximately fifteen acres. APN: 406-12-001A. Address: 1780 S. Camino Real. Owner: Mingus Union High School District #4. Agent: Mike Gardner, Casa Verde Consulting.

Director Gehlert stated this item regards a 15 acre parcel owned by Mingus Union High School District #4 located on Camino Real across from the High School at the southwest corner of the Fir Street intersection. The applicant would like to rezone the property to R-2 in order to enable a higher level of residential development on the site. The proposal requires approval from the Planning and Zoning Commission as well as the City Council:

- A minor amendment to the Proposed Land Use Map associated with the Cottonwood General Plan, changing the land use designation for this acreage from "Public/Institutional" to "Residential Medium Density."
- A zoning map change from AR-43 (Agricultural/Residential 43,000 square foot minimum lot size) to R2 (Single Family/Multiple Family).

Director Gehlert stated the site, which is currently vacant, is characterized by flat and rolling terrain crossed by a portion of Little Oak Wash. The applicant has offered a conceptual site plan in support of the zoning change which depicts a series of two-story multi-family structures including 6-12 units each. The site plan appears to reserve the steepest slopes and drainage areas from development. The plan suggests four new access drives along Camino Real and two along Fir Street.

Director Gehlert stated the applicants held a community meeting at Mingus Union High School on February 15, 2013. A notice regarding the community meeting, Planning and Zoning Commission meeting and pending City Council hearing was mailed to all property owners within 300 feet of the property, approximately 70 mailings. A notice regarding the P&Z Commission and City Council hearings was also advertised and posted on-site.

Director Gehlert stated Staff issues are as follows:

- a. **Conceptual Proposal:** The P&Z Commission and City Council have in the past accepted conceptual site plans in support of certain zoning requests (as opposed to completed development plans), notably for commercial development along State Route 260, including the site of the Larry Green car dealership, the Super Wal-Mart; and the C2 properties located along the east side of State Route 260. They were all subject to later approval of a final site plan, grading, drainage and traffic improvements. There is generally a time limit associated with action on a conceptual proposal.
- b. **Density Issue:** The overall density allowance would be increased from 15 units to 166 units. There is a slight discrepancy between the Residential Medium Density allowance and the R-2 zoning allowance in that the RMD designation would cap the development at 11 units per acre. The R-2 designation would allow 11.6 units per acre. To address this issue, the action should cap the total allowable units at 11 units per acre (11 units x 15 acres=165 units).
- c. **Traffic and Drainage Improvements:** There will be significant grading, drainage and traffic impacts associated with this proposal. Traffic will increase along Camino Real and East Fir Street; and at the adjacent intersection. Per Ordinance 144 (Off-Site Improvements), the developer will be responsible for providing adequate drainage and traffic information and for their share of associated improvements necessary to offset those impacts. Sidewalk improvements along both Camino Real and East Fir Street will also be required together with possible right-of-way dedications.
- d. **Location of Driveways:** The number of access points should be reduced along these two collector streets. Access drives should also occur further from the intersection, due to potential for added stacking in this location following development.
- e. **Elimination of Old Right of Way:** There is an old City right-of-way which crosses the southern portion of the property which the City may quick claim to MUHS.
- f. **Architecture:** No architectural information has been offered as part of this submittal.
- g. **Buffering:** The Commission may wish to consider additional buffering treatments adjacent to existing residential areas.
- h. **Future Land Divisions:** The integrity of the site proposal could be lost with and subsequent division and disposal of portions of this property which do not acknowledge the proposed site design (i.e., continuity of access and drainage ways, etc.) Any proposed division of this property

should be subject to P&Z review as part of a proposed site plan amendment.

Director Gehlert stated Staff believes the subject property is well suited for the proposed development and supports the plan amendment and zoning change. Staff therefore recommends approval of GP 13-002 and Z 13-003 subject to the following stipulations:

1. That a final site plan be approved by the Planning and Zoning Commission, together with building elevations, grading/drainage, surfacing and landscape plans prior to issuance of any permits.
2. That the total number of residential units be limited to 165.
3. That the final site plan establish methods for buffering adjacent residential development located on the south and west boundaries.
4. That access points adjacent to the Fir Street intersection be eliminated; and other access drives be consolidated to the extent feasible.
5. That all required rights of way and utility easements be dedicated by plat, or otherwise recorded, as may be required by the City. Any division of this property into four or more lots will require plat approval by P&Z Commission and the City Council.
6. That any subsequent minor divisions of this property also be subject to review by the P&Z Commission.
7. That the developer provides traffic and drainage studies and be responsible for all related improvements determined to be necessary to offset impacts of the resulting development (per Ordinance 144).
8. That a building permit be issued within two years or the action is null and void.
9. That all other Code Review comments be addressed.
10. Any other conditions that may be deemed appropriate as part of the Commission and City Council review.

Mike Gardner, Casa Verde Consulting, stated in 1994 the General Plan designation of this land was "public education". In 2008 the school board decided to sell the property and requested for the designation to be changed in the General Plan. Gardner stated the forty year old zoning no longer fits the property. The most likely General Plan designation for this property is Medium/High Density or Commercial. Commercial designation does not seem appropriate therefore the school board would like to see the property designated as multi-family, medium density, residential.

Chairman Kiyler inquired if the school still plans to sell the property. Gardner stated yes and the funds would go to capital improvements for the school. Commissioner Williams inquired if the applicants had any objections to the timeline set by Staff. Gardner stated in order to meet the timeline the school would have to sell the property now, which would be hard to do. If the property is not sold and a plan submitted within the next two years then the applicant would have to go through this process again which is more time and money. Commissioner Williams inquired what the applicant would consider a reasonable time limit. Gardner stated with the current real estate market it could take a

couple of years to sell the property and a couple of years for the city process which could make it a four to five year process. Gardner stated the applicant would prefer to have no time limit set.

Tim Foist, Mingus Union High School Superintendent, stated the school has owned this property for forty years. The original goal of the school was to build on this property however, the state will not allow it as the property is too small and there is a major road dividing this property from the school. Foist stated this property is a saving account for the school as the State has taken two million dollars from student driven funds. The money from the sale of this property will allow the school to continue to bring in master teachers, arts and theater continually bringing other area students to MUHS. The school currently has 1,159 students with twenty-two school buses, seventeen of those school buses need to be replaced and these funds would help with that.

The Commission agreed the concept for the property would fit the surrounding developed areas.

**Motion:** *To approve G13-002 and Z13-003 with the following nine stipulations:*

- 1. That a final site plan be approved by the Planning and Zoning Commission, together with building elevations, grading/drainage, surfacing and landscape plans prior to issuance of any permits.*
- 2. That the total number of residential units be limited to 165.*
- 3. That the final site plan establish methods for buffering adjacent residential development located to the south and west boundaries.*
- 4. That access points adjacent to the Fir Street intersection be eliminated; and other access drives be consolidated to the extent feasible.*
- 5. That all required rights of way and utility easements be dedicated be plat, or otherwise recorded, as may be required by the City. Any division of this property into four (4) or more lots will require plat approval by the Planning and Zoning Commission and the City Council.*
- 6. That any subsequent minor divisions of this property also be subject to review by the Planning and Zoning Commission.*
- 7. That the developer provide traffic and drainage studies and be responsible for all related improvements determined to be necessary to offset impacts of the resulting development (per Ordinance 144).*
- 8. That a building permit be issued within five years or the action is null and void.*
- 9. That all other Code Review comments be addressed.*

**Made by:** *Commissioner Williams*

*Second: Commissioner Cox*  
*Vote: Unanimous*

### DISCUSSION ITEMS

Planner Scully gave the Commission an overview of the draft Circulation and Open Space elements for the Cottonwood General Plan 2025.

### INFORMATIONAL REPORTS AND UPDATES

George Gehlert introduced the new Community Development Manager Berrin Nejad. Gehlert will be retiring in June and Nejad has been hired to replace him. Nejad is originally from Turkey, Istanbul; she has a master's degree from Arizona State University. Nejad comes to us from Kansas where she was employed as a Planner for the past three and a half years.

Gehlert stated in regards to the previously proposed wireless cell towers, Staff has been approached by a third party provider of Telecom. The applicants for the proposed ninety foot towers were unable to prove hardship at the December Board of Adjustment meeting. Staff will meet with the applicant in the first part of April as they are looking to obtain a Conditional Use Permit.

Gehlert stated the former Arby's building will be turned into a dental office; the proposed change has already been through the Code Review process. ADOT is requiring access improvements which are slowing the project down.

Gehlert stated plans have been received by the Community Development Department for the Taylor-Padgett project and the Gateway Green project.

### ADJOURNMENT

Chairman Kiyler adjourned the meeting at 8:00 p.m.



## STAFF MEMO

**TO:** Planning and Zoning Commission

**FROM:** George Gehlert, Community Development

**FOR:** April 15, 2013

**SUBJECT:** **PCU 13-007 Signage Proposal for Pizzeria Bocce**

Consideration of a Conditional Use Permit proposal for placement of a cantilevered sign which exceeds the 24 square foot maximum established by the Cottonwood Zoning Ordinance under Section 405.H.2. The proposal would establish a sign of approximately 42 square feet. The proposal is associated with the ongoing renovation of a historic building located at 1060 North Main Street. APN 406-22-048. Owner: 1060 N. Main LLC. Agent: Robert Backus.

**On March 18, 2013, the Commission recommended approval of plans for renovation of the subject property, stipulating also that the signage be brought back to the Commission for review and approval. Since then, the attached signage proposal was forwarded by the applicant demonstrating a sign which is larger than the code allows for cantilevered signs, requiring approval of a Conditional Use Permit by the Planning and Zoning Commission.**

### **BACKGROUND**

The building is formerly the site of Avatar Tattoo and includes some fairly elaborate detailing and signage, as well as the use of live torches as part of the exterior décor and lighting.

The structure includes 2,749 sqft. of commercial space on the first floor, to be developed as a pizzeria/bar with open air service window and numerous outdoor patios on the north, east and west sides of the building which encroach into adjacent public rights-of-way. A licensing agreement was approved for use of this area by the City Council on March 19<sup>th</sup>. The 852 sqft. second story unit would be devoted to a residence and small salon. An outdoor deck has also been added to the second floor

The site is part of Old Town's Historic commercial district (zoned C-1). A residential zone is also located on the opposite side of Cactus Street (zoned R-2).

## Signage Proposal

There are three signs associated with this project, including two 24 sqft. white signs adhered to the surface of the building facing North Main Street on two sides (Main Street curves around the north and east sides of the building).

The cantilevered sign would be lighted with exposed neon set within channelized letters similar to the “Welcome” portion of the Old Shep’s sign. The sign would project over the doorway on a shorter (third) building face. It would be mounted such that the lower edge of the sign is at least eight feet high over the sidewalk and the top side would be no higher than the roofline of the second story. The sign measures roughly 3 feet by 14 feet tall. The Cottonwood Zoning Ordinance (Sec. 405.H.2) generally limits cantilevered signs to 24 sqft. in area; while also allowing larger signs by Conditional Use Permit approval.

## **RECOMMENDATION**

Staff believes the sign proposal design fits well with Old Town and therefore recommends approval of **PCU 13-007** on a permanent basis, subject to the following:

- 1) That the sign be developed in conformance to the attached submittal.
- 2) That an administrative sign permit also be obtained prior to installation.
- 3) Anything else the Commission deems necessary.

Enc: Aerial / Zoning Exhibit  
Letter of Intent  
Site/Floor Plan  
Elevations  
ROW Encroachment Detail  
Photos

Dear Doug

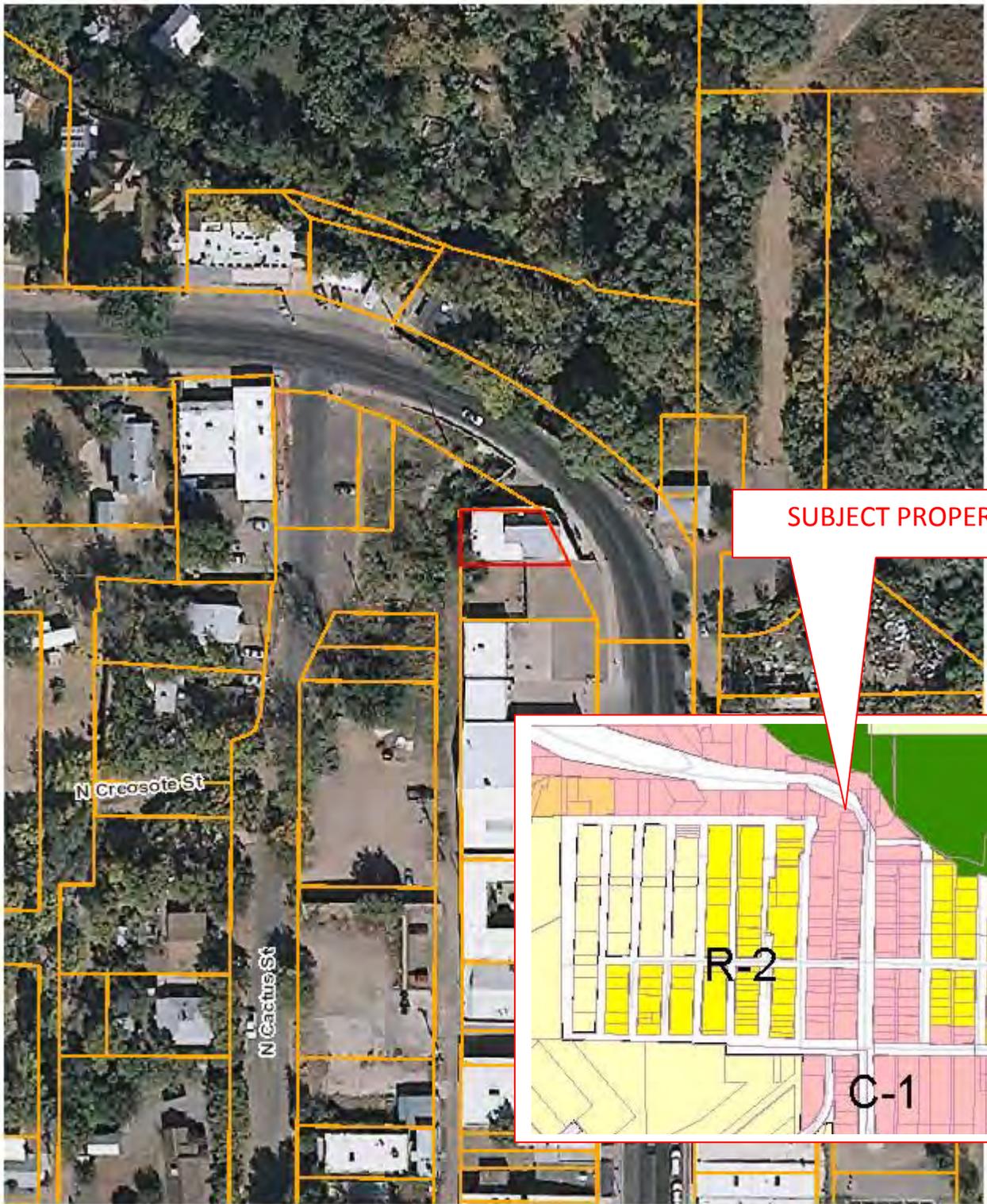
I am writing this letter at the request of the city to address our intent and needs at 1060 N. Main St. Our intent is to bring this corner of Old Town and specifically this building back to life. Our plans include turning the downstairs into a restaurant called Pizzeria Bocce. Bocce will be an authentic Italian wood fired pizzeria with outdoor seating and a bocce court. The upstairs will be divided into a salon studio and apartment. We think this is our most exciting project for Old Town yet. We believe this building is perfectly positioned to entice visitors riding the train (over 90,000 last year) to stop and take a look around Old Town. This corner already has the stone bridge, mature trees, and with the new city parking lot coming has unbelievable potential. We believe if we make the building look inviting enough with great outdoor space, it will then entice the tourists to stop and take a look around.

As with the Tavern Grille we are looking towards the city to work with us in creating another successful private-public partnership. What we are looking for from the city is the same things we needed to turn The Old Town Theatre into the Tavern Grille. We would like to start using the alley again for deliveries. At the end of the alley we are looking for an agreement from the city to create an enclosed dumpster area, a ramp for deliveries through the rear entrance, and outdoor patio areas for seating. As with the Tavern Grille to make this building usable it requires easements and license agreements with the city. It is our belief as with the Tavern Grille this is a win-win situation for all. We look forward from hearing from you soon.

Thank You

Eric Jurisin

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SUBJECT PROPERTY

N Creosote St

N Cactus St

R-2

C-1



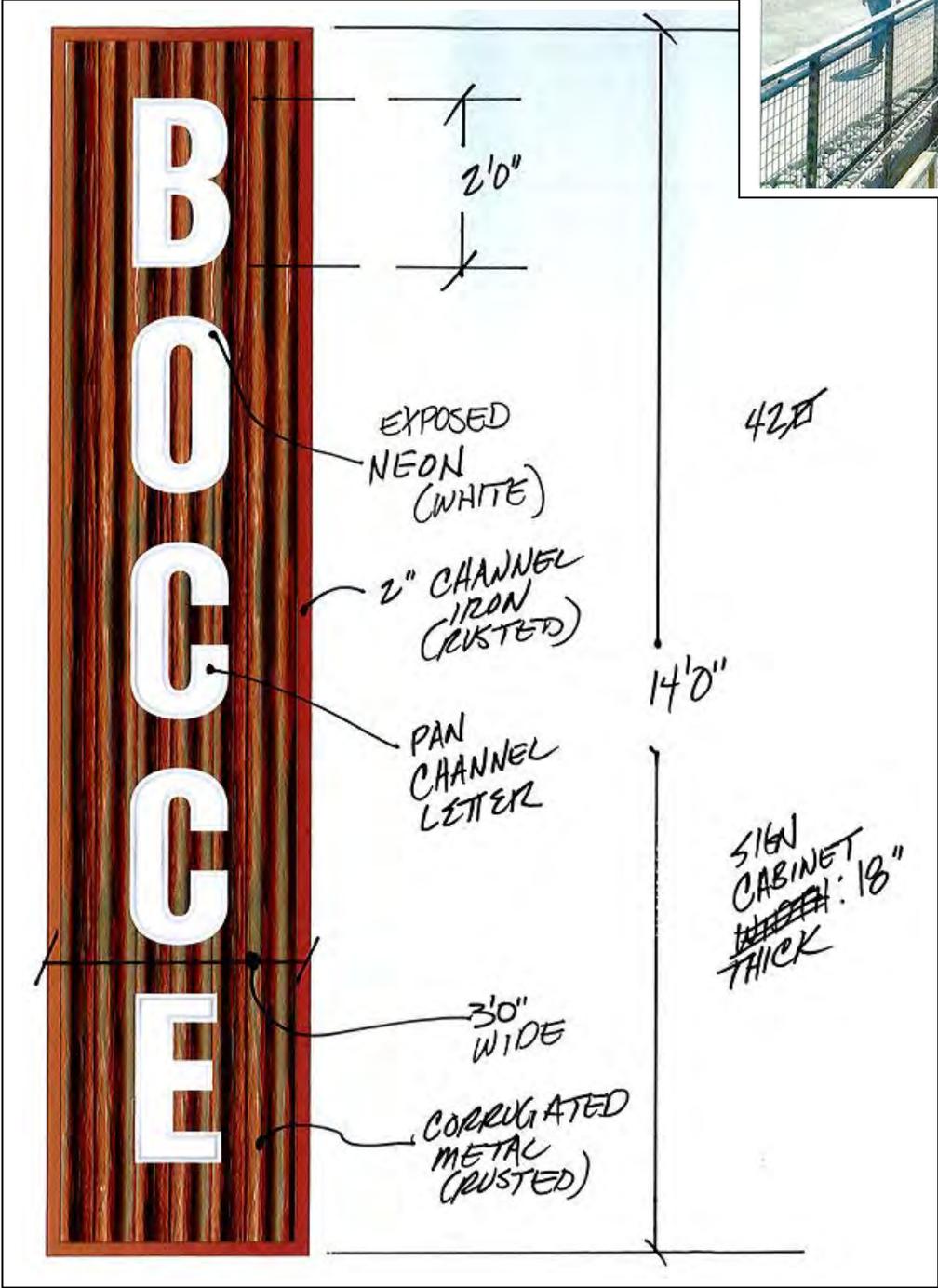
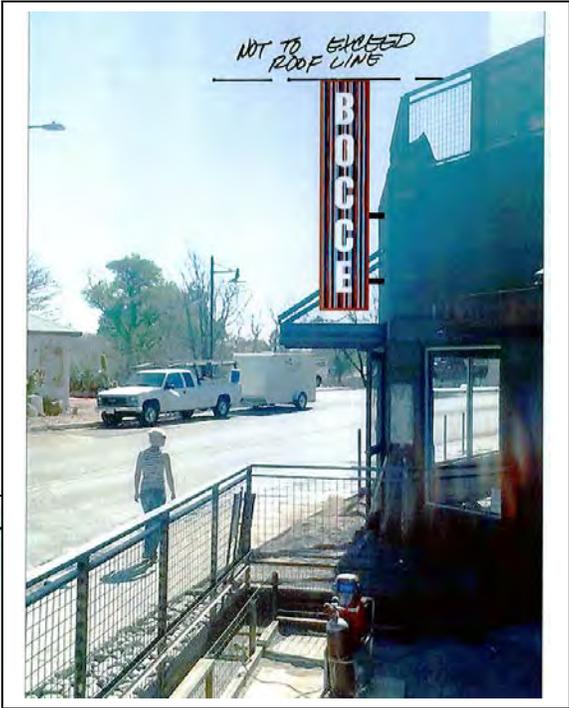
Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for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

Map printed on: 2.21.2013





# SIGNAGE PROPOSAL



(A)



(A)  
24" x 126"  
(25 ft)



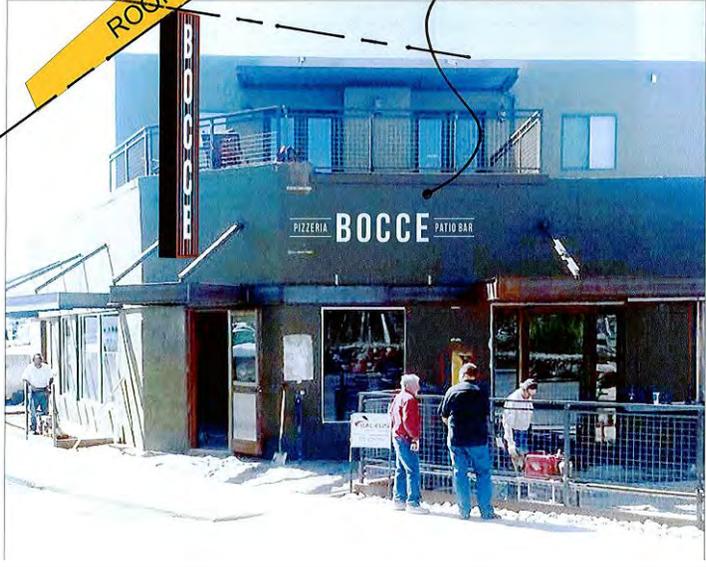
(B)  
22" x 116"  
(21 ft)

A & B: PAINTED ON WALL  
NON ILLUMINATED

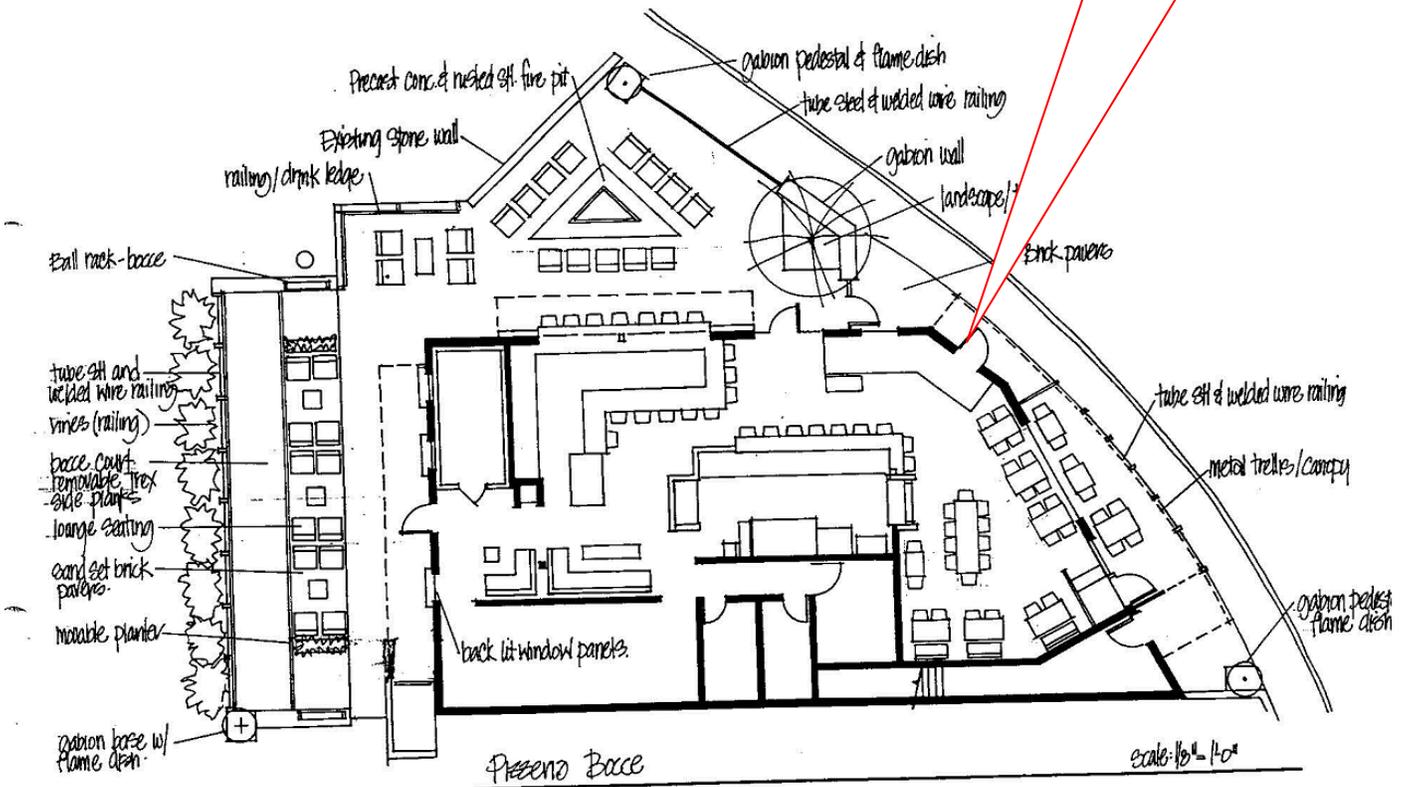
NOT TO EXCEED

ROOF LINE

(B)



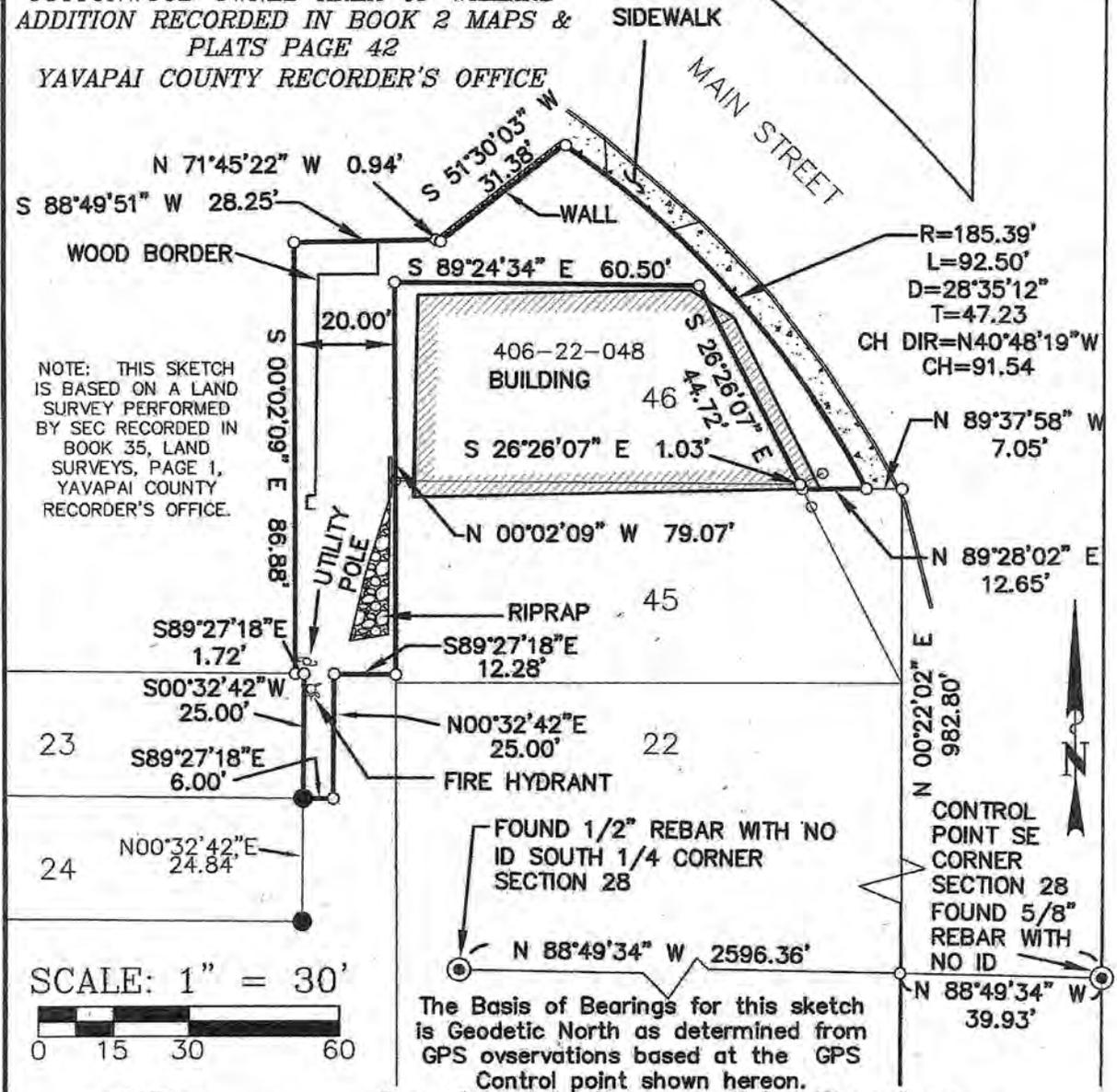
LOCATION OF  
CANTILEVERED SIGN  
OVER DOORWAY



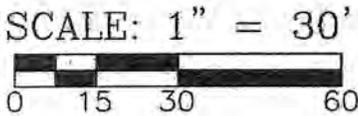
**PROPOSED USE AREA  
LICENSE SKETCH**

A PORTION OF THE TOWN OF  
COTTONWOOD OWNED AREA OF WILLARD  
ADDITION RECORDED IN BOOK 2 MAPS &  
PLATS PAGE 42  
YAVAPAI COUNTY RECORDER'S OFFICE

\*\*\* **LEGEND** \*\*\*  
○ - CALCULATED POSITION NOTHING  
FOUND OR SET  
● - FOUND 1/2" REBAR W/CAP  
STAMPED "LS 26925"



NOTE: THIS SKETCH IS BASED ON A LAND SURVEY PERFORMED BY SEC RECORDED IN BOOK 35, LAND SURVEYS, PAGE 1, YAVAPAI COUNTY RECORDER'S OFFICE.



The Basis of Bearings for this sketch is Geodetic North as determined from GPS observations based at the GPS Control point shown hereon.

**Southwest Geographic Services**

P.O. Box 2701 Cottonwood, Az. 86326  
(928) 239-9525



USE AREA SKETCH	DRAWN BY: J.M.G.	CHECKED BY: M.T.E.
LOCATION: Main Street Yavapai County Arizona	SCALE: 1" INCH = 30 FEET	
	DATE: MARCH 15, 2013	
	JOB No.: 2013-423-BACKUS	
Located in SE4 Section 28, T16N, R3E, G&SRM		







## **STAFF MEMO**

**TO:** Planning and Zoning Commission

**FROM:** George Gehlert, Community Development

**FOR:** Hearing of April 15, 2013

**SUBJ:** **RCU 08-002 Review of CUP to Process Slag at the V.V. Fairgrounds**

Review of a Conditional Use Permit for on-site processing of an existing slag pile. The facility would be located on a portion of a 12.25 acre parcel zoned CF (Community Facilities), just west of the Verde Valley fairgrounds. The site is also north of 89A between 6<sup>th</sup> and 12<sup>th</sup> Streets. APN: 406-42-097M. Owner: Verde Valley Fair Association; Agent: Tom Hurkett, Minerals Research, Inc.

**The proposal was initially approved by the Commission on March 17<sup>th</sup>, 2008; and has been subject to annual review every year since that date.**

### **Site Proposal**

The prior approval enabled the establishment of a rock crushing facility and bagging plant at the site to accommodate processing of slag to be used in the manufacture of asphalt shingles, asphalt paving, concrete and as media for sand blasting. In order to enable some screening of equipment and sound, the rock crusher would be set within a "bowl" excavated into the SW corner of the slag pile. The center of the pile will also be channeled to enable movement of materials north to the bagging facility at the north end of the site, adjacent to the VFW lodge. As yet no site work has commenced.

There are no district standards associated with development in this zone (setback, building height, etc.). The Zoning Ordinance requires approval of a Conditional Use Permit in the CF zone for this activity. Although the site is owned by the Verde Valley Fairgrounds Association, the slag pile is owned separately by the Lindner family.

### **Land Uses and Zoning**

The site exists as the westernmost portion of the Verde Valley Fairgrounds, all of which is zoned CF (Community Facilities). The property is bounded to the west and south by commercial and industrial uses, zoned I-2 (Heavy Industrial), including an auto salvaging facility, an industrial subdivision and an existing sand and gravel operation. The Verde Valley Fairgrounds is located to the east (zoned CF). Areas to the north include the VFW lodge (zoned CF); and a self storage facility and offices (zoned PAD). A residential area (zoned R-1) is located west of 12<sup>th</sup> Street

between Aspen and Birch Streets, approximately 1,300 feet east of the center of the proposed operation. The outer edge of the slag pile is roughly 600-800 feet from this area.

## **ISSUES**

- **Construction and Timeline:** The applicants estimate the re-processing activity would last 15 years, with an initial set up and construction process that would take about 6 months.
- **Hours of operation:** The Commission limited hours of operation to 6 a.m. to 10 p.m.
- **Environmental Testing:** As part of the initial review, the applicants performed a Phase I Environmental Review (random slag sampling), which revealed no significant findings. However, it was also disclosed that some tailings may be located on the south side of the site. A Phase II Environmental test (soil sampling at perimeter locations of the slag pile) will also be performed once the equipment is established on-site. This will offer some information on leeching and any tailings which may also be present. Property owners to the south would have to approve any related off-site testing nearby. The applicant will be responsible for obtaining all necessary ADEQ permits.
- **Remediation Fund:** The applicants have negotiated a remediation fund agreement with the City Council which establishes a contribution toward site mitigation following removal of the slag pile. The fund can also be used for park improvements if the remediation is found to be unnecessary.
- **Emergency Access Training:** The applicants have also worked with the fire department on emergency access / training issues.
- **Access/ Truck Traffic:** Ten to fifteen trucks would visit the site daily. On 10-20-08, the P&Z Commission approved an amendment to the CUP which provided an alternate access directly to Sixth Street via an adjacent lot. As part of the approval, the Commission also stipulated driveway improvements which have since been developed.
- **Buffering and Lighting:** On September 28, 2008, the Design Review Board approved landscape and lighting improvements intended to provide some buffering of residential properties to the north and east, in response to the concerns of neighbors. Since then, the overhead catwalk has been eliminated from the proposal, also reducing the impact of overhead lighting.
- **Use of Slag for Surfacing:** As part of the request, the Commission also approved the use of slag as an alternative surfacing improvement for use on interior parking and access areas.

## **RECOMMENDATION**

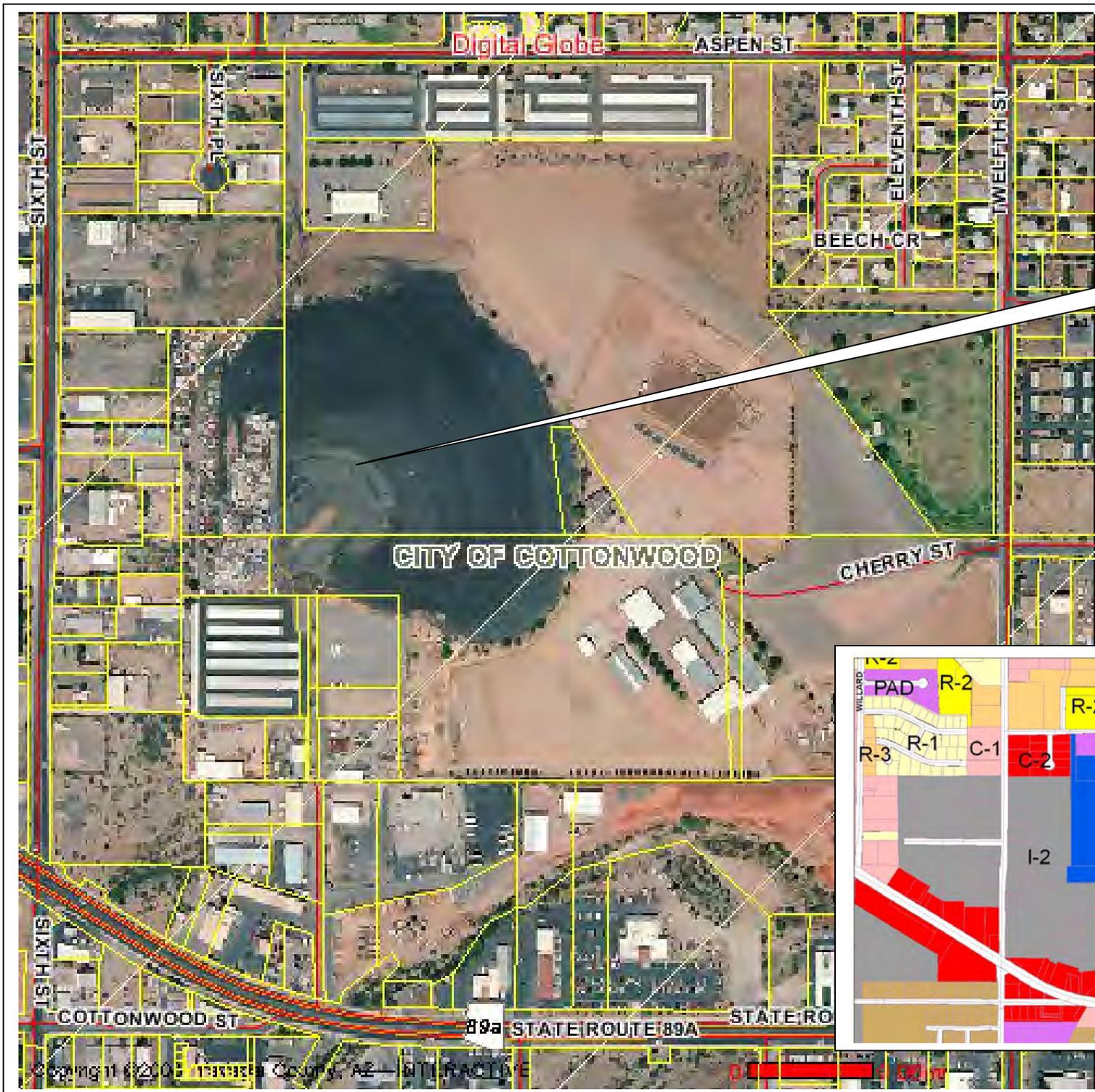
As the applicants are apparently ready to initiate development of the proposal, Staff recommends renewal of **PCU 08-002** subject to the following stipulations:

1. That the site be developed in conformance to the submitted site plan and stipulations from 3-17-08; as modified by the Commission on October 20, 2008 (regarding the second access to Sixth Street);
2. That the site improvements also conform to the Design Review Board action on 9-28-08.
3. That a grading permit be secured prior to commencing access improvements.
4. That **PCU 08-002** be reviewed in one (1) year.

## APPLICANT'S UPDATE

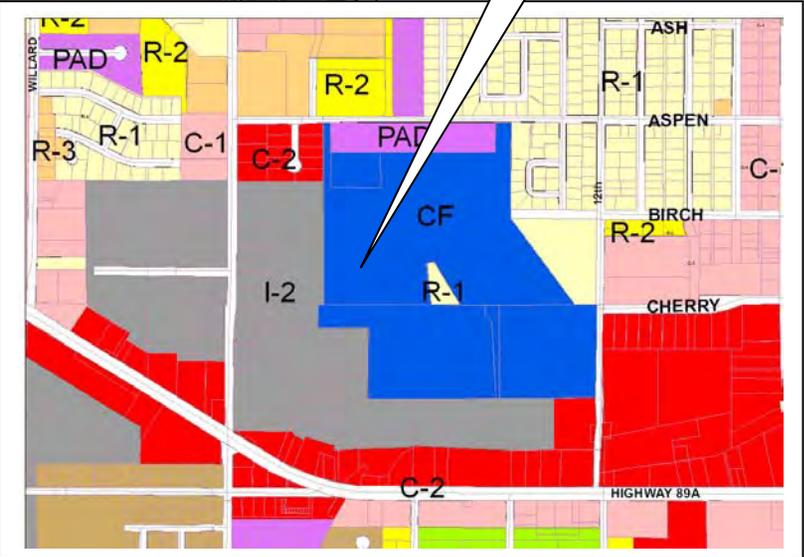
We are formally pulling the trigger on the project effective immediately. Tentative plan is to start excavation of the slag right after the Fair in May. We hope to get plans for the building submitted May/June and begin construction in the Fall.

The construction and start-up of our project in Cottonwood is being coordinated with the close-out of our Ajo, Arizona operation. In preparation for the site work to begin in Cottonwood, MRI has completed the construction of the access road from 6th street as well as the extension of utilities to the site. Additionally, MRI has begun acquiring process equipment for the Cottonwood project and staging this equipment in Ajo. Hopefully this will shorten our construction time in Cottonwood and be less of an impact to the community during the construction phase.



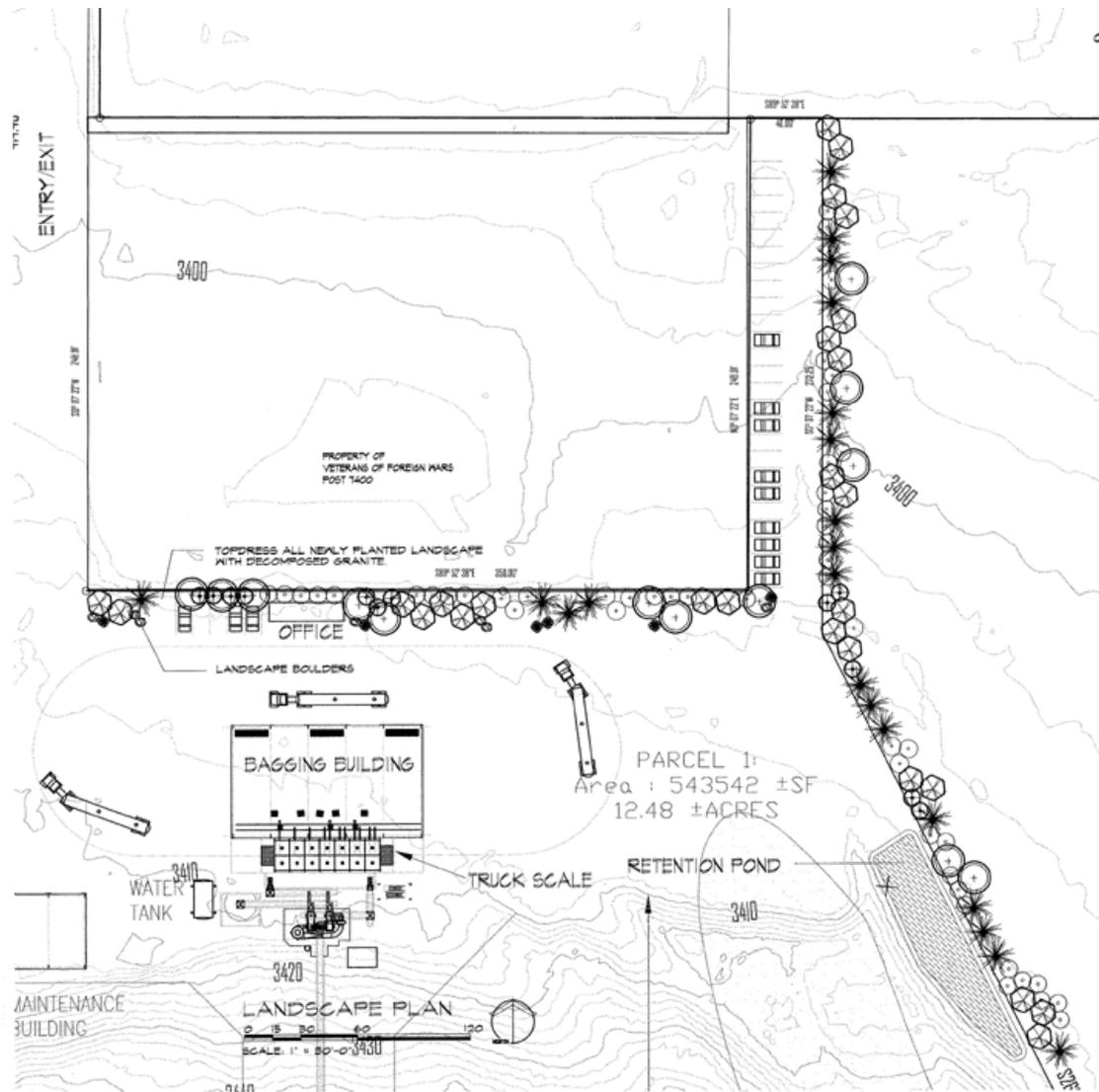
SUBJECT PROPERTY

SUBJECT PROPERTY









**LANDSCAPING BUFFER APPROVED BY DESIGN REVIEW BOARD IN 2008**



**EXAMPLES OF SILO  
STRUCTURE TO BE LOCATED  
ADJACENT TO THE VFW  
FACILITY**





**NEW ACCESS DEVELOPMENT THROUGH COMMERCIAL/INDUSTRIAL AREA TO WEST ON SIXTH STREET**



**NEW SILOS BEING PREPARED IN AJO**



**NEW SILOS BEING PREPARED IN AJO**





V.F.W. LODGE TO THE NORTH



**RESIDENTIAL AREA TO THE EAST**



01/24/2008 15:53



## STAFF MEMO

**TO:** Planning and Zoning Commission

**FROM:** Historic Preservation Commission

**STAFF:** Charlie Scully, Planner (HPC Staff)

**MEETING:** April 15, 2013

**SUBJECT:** **Proposed amendment to the Zoning Ordinance adding a new Section 310. "HISTORIC PRESERVATION ORDINANCE," as forwarded from the Historic Preservation Commission.**

### **BACKGROUND:**

The Planning and Zoning Commission reviewed the draft Historic Preservation Ordinance in October 2011, and returned the document to the Historic Preservation Commission (HPC) with some general comments and questions. The HPC continued to refine the ordinance and recommended approval at their March 13, 2013 meeting.

The Historic Preservation Commission (HPC) was established by the City Council in late 2010 and started monthly meetings in January 2011. Their purpose is to "make recommendations to the City Council and have the authority to implement recommendations adopted by the City Council" for the "identification, evaluation, protection, preservation and enhancement of historic properties that have significance for the City of Cottonwood."

A primary goal of the HPC, as directed by the City Council, is to meet the requirements for the Certified Local Government (CLG) Program for Historic Preservation which is administered by the State Historic Preservation Office (SHPO) and the National Park Service (NPS.) Adoption of a Historic Preservation Ordinance is a requirement for qualifying for the CLG program. Becoming part of the CLG program will offer additional resources from SHPO for further developing the program, such as updating the historic resources inventory and developing more detailed guidelines to assist with review of proposed rehabilitation and development projects. The program provides a framework for identifying and protecting historic resources in Cottonwood through a variety of educational, regulatory and incentive-based programs.

**CLG Requirements:** A community must address the following minimum goals to demonstrate to the State and NPS that they are committed to historic preservation:

1. Establish a qualified historic preservation commission.
2. **Enforce appropriate State or local legislation for the designation and protection of historic properties. This is done in the form of a local ordinance.**
3. Maintain a system for the survey and inventory of local historic resources.
4. Provide for public participation in the local historic preservation program, including participation in the National Register process.
5. Follow any addition requirements as outline in the State's Procedures for Certification.

**Zoning Ordinance Amendment Adding a New Section 310. Historic Preservation Ordinance:**

The amendment would add a new Section 310. "Historic Preservation Ordinance" to the Zoning Ordinance, Article III, Procedures. The Planning and Zoning Commission reviews any amendments to the Zoning Ordinance prior to forwarding recommendations to the City Council.

**Design Review:** Cottonwood has a design review process that applies to all new commercial development, including in the Old Town area. The proposed HP ordinance would shift the design review function for properties in a designated Historic Preservation Overlay Zoning District and any other locally designated Historic Landmarks to the Historic Preservation Commission. The one place that would qualify for such designation at this time is the existing Cottonwood Historic District. But that would involve a separate process at a later time working with property owners to establish that program. Additional properties could be considered for inclusion in the program at a later time as well.

**HP Overlay Zoning District:** The HP Ordinance is intended to apply to all properties that are recognized as locally designated Landmark properties, including properties or areas that receive HP Overlay Zoning. Application of the Overlay Zoning would require the exact same steps and procedures as rezoning.

**Historic District:** Cottonwood has one officially recognized "historic district." The "Cottonwood Commercial Historic District" is listed on the National Register of Historic Places, which is administered by the National Park Service and the Arizona State Historic Preservation Office (SHPO) that is part of Arizona State Parks. This generally includes the commercial properties along N. Main Street through Old Town between the stone bridges.

**Landmark Designation:** The ordinance establishes criteria and procedures for designating properties with "landmark" status. This would include listing properties according to local, state, and national standards. There are a number of options regarding procedures and standards that need to be determined by the HP Commission. Typically, property owners must agree and support designating their properties as Landmarks. There may be a perception that this could result in less flexibility in future rehabilitation or remodeling of a property; however, these protections are widely supported throughout the country because protection of historic character of an area provides a range of benefits. Community support still needs to be determined.

**Historic Property Inventory:** A city-wide historic inventory was commissioned in 1986. The properties in the Historic District were surveyed and inventoried in 2000. One of the key goals of the HPC is to update the 1986 city-wide inventory and to identify other properties older than 50 years (pre-1963).

**Certificate of Appropriateness:** The HP Ordinance would authorize the Historic Preservation Commission to review and issue a Certificate of Appropriateness for various types of work done on properties within the historic overlay zone and for designated local landmarks.

**Approval and Appeal Process:** As with the existing Design Review process, the Historic Preservation Commission would have a similar ability to Approve, Approve with Conditions or Deny applications for a Certificate of Appropriateness. Applicants may appeal cases to the City Council.

**Administrative Approval:** The ordinance provides exception to allow Staff to approve Certificates of Appropriateness for certain minor activities, as described.

**Demolition:** A 90-day delay period is established to consider alternatives prior to granting the approval to demolish or remove historic properties. Exceptions for hardship are also explained. The timeframe is set up to have some ability to provide a chance for successful results. There would be several required steps before someone tears down a historic building or structure so as to consider alternatives. Criteria for administrative exceptions can be included.

**Secretary's Standards for Rehabilitation:** The National Park Service, which is part of the Department of Interior, oversees the federal programs for historic preservation. This document refers to the Secretary of the Interior's standards developed to guide work on historic properties and within historic districts. There are 10 general statements to guide the Commission in reviewing proposed development activities.

**Historic Preservation Design Guidelines:** Until such time as more detailed guidelines are created for Cottonwood, the Secretary's Standards for Rehabilitation and the current Design Guidelines in Section 304 "Design Review" in the Cottonwood Zoning Ordinance would apply to proposed activity in the Historic District. More detailed design guidelines can be developed at a later time to address different styles of buildings, various architectural styles and periods of influence specific to Cottonwood. Work on developing detailed Design Guidelines can occur after being approved for the CLG program.

### **National Register Benefits:**

Listing in the National Register of Historic Places provides formal recognition of a property's historical, architectural, or archeological significance based on national standards used by every state. Benefits include:

- Becoming part of the National Register Archives, a public, searchable database that provides a wealth of research information.
- Encouraging preservation of historic resources by documenting a property's historic significance.

- Providing opportunities for specific preservation incentives, such as:
  - Federal preservation grants for planning and rehabilitation.
  - Federal investment tax credits.
  - International Building Code fire and life safety code alternatives.
- Possible State tax benefit and grant opportunities, including residential property tax breaks and future grant programs that may be enacted.
- Involvement from the Advisory Council on Historic Preservation when a Federal agency project may affect historic property.
- Information on the care and maintenance of your historic property through various NPS Preservation Briefs and Tech Notes.
- Identify your property as historic with a bronze plaque that distinguishes your property as listed in the National Register of Historic Places.

#### **Private Property Rights:**

- National Register listing, by itself, places no obligations on private property owners. There are no restrictions on the use, treatment, transfer, or disposition of private property through listing on the National Register of Historic Places.
- National Register listing does not lead to public acquisition or require public access.
- A property will not be listed if, for individual properties, the owner objects, or for districts, a majority of property owners object.
- National Register listing does not automatically invoke local historic district zoning or local landmark designation.
- Local preservation ordinances can be enacted by the City Council through a public process with notification and input from property owners. Such ordinances may place guidelines or restrictions on redevelopment or alteration of properties; however, such ordinances are intended to protect the historic integrity of a district and protect a property owner's investment.

**Historic Preservation Waiver.** Based on concerns related to Proposition 207, the Arizona Private Property Rights Act (2006), a waiver provision is included in the ordinance. This allows any property located within a HP Overlay Zoning District the opportunity to opt out of the HP designation within a specified timeframe. As per Prop 207, property owners could opt out at any time for 3 years after the approval of any such overlay zoning applied to their property. Properties would also be opting out of the various benefits derived from such historic recognition, including state property tax reductions and tax credits for property improvements. However, in order to comply with Prop 207, property owners are given complete flexibility to opt in and opt out throughout the applicable effective period.

## **SUMMARY**

Being listed on the National Register or located within a National Historic District does not result in any local requirements or restrictions. It is a common misconception that being listed on the National Register of Historic Places either as an individual historic property or being located within a historic district places some special requirements or special protection on properties. It does not. Local regulations regarding historic properties can be enacted through the Zoning Ordinance according to the appropriate procedures and public process. At this time, Cottonwood does not have any special requirements related to historic properties. A key goal of the Historic Preservation Ordinance is to support preservation of locally recognized historic resources and to provide appropriate procedures that are sensitive to these concerns for the benefit of the public.

Preserving history has its own inherent value to the community and this should be the primary basis for deciding to participate in program development for historic preservation. Additionally, there are other incentives to consider, especially with respect to participation with the Certified Local Government (CLG) Program, which offers access to increased funding opportunities and additional technical assistance on a range of program issues. Property owners will see a range of increased benefits.

## **RECOMMENDATION**

The P&Z Commission is asked to review the draft amendment to the Zoning Ordinance and if ready, forward the ordinance to the City Council with recommendations.

## **ATTACHMENTS**

- Draft Zoning Ordinance Amendment adding new Section 310. Historic Preservation Ordinance.

SECTION 310. HISTORIC PRESERVATION ORDINANCE - **DRAFT**

A. PURPOSE

The purpose of this Section is to further the preservation, protection, enhancement, rehabilitation and perpetuation of historic properties, structures, sites, landmarks, and historic districts, as necessary to promote the economic, cultural, educational, and aesthetic values of the community and the health, safety and general welfare of the public. In addition, the Historic Preservation Ordinance shall have the following purposes:

1. Protect and enhance the landmarks and historic districts which represent distinctive elements of Cottonwood's historic, architectural, economic, social and cultural heritage.
2. Protect and enhance Cottonwood's attractiveness to visitors, tourists, and residents and serve as an important support and stimulus to business and industry.
3. Stabilize and/or improve property values, and protect existing investment involving the restoration and preservation of historic resources.
4. Encourage maintenance and preservation of structures so as to protect the health, safety and lives of people in Cottonwood.
5. Promote the use of historic design review districts and landmarks for the education, pleasure, and welfare of the residents of Cottonwood.
6. Further the Goals and Policies of the City's General Plan.

B. DEFINITIONS

Unless specifically defined below or elsewhere in the Zoning Ordinance, words or phrases in this Section shall be interpreted so as to give them the same meaning they have in common usage and so as to give this ordinance its most reasonable application.

**ALTERATION** - Any act or process that changes one or more of the existing features of a structure, including, but not limited to exterior changes or modifications of a structure or any of its architectural details or visual characteristics, including paint color and surface texture, facade materials, surface paving, landscape features, and placement or removal of signs, plaques, light fixtures, walls, fences, and street furniture.

**CERTIFICATE OF APPROPRIATENESS** - A certificate issued by the Historic Preservation Commission indicating its approval of plans for alteration, restoration, reconstruction, demolition or removal, of a historic landmark; or for alteration, new construction, removal, or demolition of non-historic structures within a historic district.

**COMMISSION** - Refers to City of Cottonwood Historic Preservation Commission.

**CONSTRUCTION** - The act of building an addition to an existing structure or the erection of a new principal or accessory structure on a lot or property.

**CONTRIBUTING PROPERTY** - A classification applied to a building site, structure or object within a historic district or landmark property signifying that it contributes to the defining characteristics of the historic district or landmark.

**DEMOLITION** - Any act or process that destroys and removes a structure in part or in whole.

**HISTORIC DISTRICT** - A designated area that contains at least one or more landmarks within definable geographic boundaries, where a majority of structures are indicated as significant, and which may have within its boundaries other properties or structures that, while not of such historic and/or architectural significance or age to be designated as landmarks, nevertheless contribute to the overall quality and character of the district. The historic district shall be officially recognized as such by state and federal agencies.

**HISTORIC PRESERVATION DISTRICT** – A special overlay zoning district designated by ordinance of the City Council that includes regulations pertaining to historic preservation which modify the regulations of the underlying zoning district. May be applied to an individual property or a group of properties where a majority of properties are indicated as historically significant.

**HISTORIC SITE, HISTORIC STRUCTURE, OR HISTORIC PROPERTY** - A site, structure or property which has historic and/or architectural significance, and is at least fifty (50) years old from the date of construction; and which contributes to the historic, architectural, cultural, archaeological or other significant value as part of the heritage or history of the City, the State of Arizona, or the nation.

**INTEGRITY** - A measure of the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period in comparison with its unaltered state.

**LANDMARK** - A designation, as a result of processes provided in this Section, applied by the Commission to an individual property, structure, site or object, or group of properties, which has a historic value or expresses a distinctive character worthy of preservation.

**MANAGER** - Refers to the City of Cottonwood Community Development Manager.

**MINOR ACTIVITY** – Any change, modification, restoration, rehabilitation, or renovation of the features of a historic resource that does not materially change the historic characteristics of the property and is consistent with the criteria for the historic preservation district or landmark.

**NATIONAL REGISTER OF HISTORIC PLACES** - A listing of buildings, sites, and objects designated for historical, architectural or other special significance, as determined by established criteria, and which listing is maintained by the National Park Service under the National Historic Preservation Act of 1966, as amended. The program is administered by the State Historic Preservation Office at the state level.

**NON-CONTRIBUTING PROPERTY** - A classification applied to a property, site, structure or object within a historic district or as associated with a historic landmark property signifying that it does not contribute to the defining characteristics of the historic district or landmark property.

**OBJECT** – A material thing of functional, aesthetic, cultural, historical or scientific value that may be, by nature or design, movable yet related to a specific setting or environment. This term may include landscape features.

**PRESERVATION** - “The act or process of applying measures to sustain the existing form, integrity, and material of a building or structure, and the existing form and vegetative cover of a site. It may include stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.”

**RECONSTRUCTION** - “The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time.”

**REMOVAL** - Any relocation of a structure or portion of a structure on its site or to another site.

**REPAIR** - Any restoration of a structure by replacing or fixing broken or deteriorated elements, which is not considered to be construction, removal or alteration.

**REHABILITATION** - “The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.”

**RESTORATION** - “The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.”

**SITE** - The location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archeological value regardless of the value of any existing structure. A site may encompass more than one lot or parcel.

**STABILIZATION** - “The act or process of applying measures designed to re-establish a weather resistant enclosure and the structural stability of unsafe or deteriorated property while maintaining the essential form as it exists at present.”

**STRUCTURE** - Anything constructed or erected, the use of which requires permanent or temporary location on or in the ground, including, but not limited to, buildings, fences, walls, signs, bridges, utility facilities, communication towers, and recreational facilities.

C. HISTORIC PRESERVATION WAIVER.

For properties proposed for inclusion within a Historic Preservation Overlay Zoning District or designated as a Historic Landmark by the City of Cottonwood, the following procedures shall be available for affected property owners. Such procedures shall be available for affected property owners for up to three (3) years from the date of adoption of an ordinance for Historic Preservation Overlay Zoning or designation of Historic Landmarks.

1. Council Authority to Remove Property from a Proposed Designation. The City Council shall not include any property within a proposed Historic Preservation Overlay Zoning District or a proposed Historic Landmark when the owner has objected in writing or at a public hearing to such a designation, and may remove any property from a proposed designation if the owner of record has not responded to a request for comments on the proposed rezoning and designation as a Historic District or Historic Landmark. The City intends that these designations be voluntary and acceptable to affected property owners.
2. Procedure to Remove Property from District or Landmark Designation. An application for removal from a Historic Preservation Overlay District or Historic Landmark designation shall be submitted by the owner or agent of the subject property and involves the following steps:
  - a. Preliminary consultation. Prior to the submittal of an application for a landmark designation, the applicant should consult with the Manager or designee to discuss the application submittal requirements and process.
  - b. Application submittal requirements. An application for a landmark designation shall contain at a minimum the following:
    - 1) Completed and signed application forms that include the property owner's signature.
    - 2) Address, parcels number and other location information as needed to describe the property.
  - c. Upon receipt of an application for removal from the Historic Preservation Overlay District or Historic Landmark designation, the HPC Commission will make the initial decision about removal in consultation with the Manager and City Attorney, subject to appeal to the City Council.

D. INCENTIVES.

It is the intent of the city to make ownership of a landmark or contributing property within a historic district as beneficial as possible. In addition to the intangible benefits of owning a property recognized as an important community resource, the Commission may, when applicable and possible, provide such owners with one or more of the following:

1. Recommendation to the Community Development Department, Planning Commission and/or City Council that a new use other than the historic use be considered for a historic property where the applicants are able to demonstrate that the proposed use will assist in furthering the goals of historic preservation for that property and the surrounding district.
2. Provide information regarding potential sources of financial assistance and tax credits.
3. Provide support and endorsement for grant applications that further the goals of historic preservation.
4. Provide or direct applicants to available resources and technical information regarding construction, rehabilitation and repair of historic resources.
5. Provide information to community organizations, property owners, residents, businesses and others regarding proposed activities within historic districts; and
6. Provide information regarding any other benefits that may become available.

**E. COTTONWOOD HISTORIC PROPERTY REGISTER.**

A Cottonwood Historic Property Register is hereby established for the purpose of listing and defining historic districts and landmarks to be designated under the provisions of this Section. This Register may be periodically amended by the Commission and shall be held available for public reference and historical study.

**F. HISTORIC LANDMARK DESIGNATION PROCESS.**

1. The Commission may designate as a landmark an entire property, an identified portion of a property, or one or more individual structures on a property.
2. Application Submittal and Review. An application for a landmark designation shall be submitted by the owner or agent of the subject property and involves the following steps:
  - a. Preliminary consultation. Prior to the submittal of an application for a landmark designation, the applicant should consult with the Manager or designee to discuss the application submittal requirements and process.
  - b. Application submittal requirements. An application for a landmark designation shall contain at a minimum the following:
    - 1) Completed and signed application forms that include the property owner's signature.
    - 2) Address, parcels number and other location information as needed to describe the property.

- 3) The applicant shall provide a written description of the proposed landmark property describing the buildings, structures or objects and the known or estimated age of all such features. If available, include information on any special aesthetic, cultural, architectural, archaeological or engineering issues of a historic nature, including information about the architecture, notable construction features and other information indicating the historical significance of the property.
  - 4) The application may include any photographs, sketches, drawings, or other similar descriptive materials, including those showing historic or current conditions.
  - 5) A written statement of the condition of the property and/or structures with attention to any known concerns or threats to the maintenance or historic integrity of the property.
  - 6) Filing fee as set by City Council.
  - 7) Other information as may be requested by the City to accomplish these goals.
- c. Incomplete applications. Incomplete applications may be returned to the applicant and/or not be processed until all materials have been submitted. Following acceptance of a complete application, the staff shall review the application and prepare a report which shall be submitted to the Commission and made available to the applicant and public in advance of the Commission's public hearing on the landmark application.
  - d. Application acceptance. Upon acceptance of a complete application, no building or demolition activity shall occur and no permits affecting the proposed landmark shall be issued by the city until the process as described herein has been completed and the Commission has made its decision.
3. Notice of Commission Hearing.
- a. Within 60 days of receipt of a complete application for a landmark designation, the application shall be placed on the HPC agenda for a public hearing. Public notice of this hearing shall be given as prescribed by this Ordinance. The city shall give notice of the date, time, and place of a public hearing for consideration of a proposed landmark, including general explanation of the matter to be considered and a general description of the area affected at least 15 days before the hearing in the following manner:
    - 1) Publication at least once in a newspaper of general circulation in the city.
    - 2) In addition to notice by the means set forth above, the city may give notice of the hearing in a specific case in such other manner as it deems necessary or appropriate.

- 3) As provided in A.R.S. § 9-462.04.A (7), or any successor statute, the failure of any person or entity to receive notice shall be as set forth in the statute or in A.R.S. § 9-400.05 15-10.
4. Landmark Designation Criteria. The Commission shall evaluate each structure, site, building or property within an area that is included in an application and may designate it as a landmark if it is determined to possess integrity of historic appearance, location, design, setting, materials, workmanship, feeling and association; and, being at least 50 years old or having achieved significance within the past 50 years if the property is of exceptional importance; and exhibits one or more of the following characteristics:
  - a. Association with events or activities that made significant contributions to the broad patterns of local, regional or national history;
  - b. Association with the lives of persons significant in the past;
  - c. Embodiment of distinctive characteristics of a type, period or method of construction, or representing significant architectural history, landscape history, or engineering achievements, or high artistic values or representing a significant and distinguishable entity whose components may lack individual distinctiveness; or
  - d. Information important in the understanding of the pre-history or history of our community; potential to yield information through archeological investigation about our past.
5. Commission Public Hearing and Designation.
  - a. The Historic Preservation Commission shall hold at least one (1) public hearing on each landmark application. At the public hearing, the Commission shall review the proposal with consideration given to the review criteria. Approval, conditional approval or denial of a landmark application shall be based on the findings of the Commission as they relate to the criteria as described in this Section.
  - b. The Commission's decision shall be final unless appealed to the City Council as provided for in this Ordinance. A recommendation for approval may be subject to conditions as the Commission deems applicable.
6. Six month bar on refilling. If the Commission denies an application, the Commission may refuse to accept another application for the same or substantially the same landmark on the same property or any part of it within six (6) months from the date the original application was filed on the same property or a portion of it.
7. Effect of Landmark Designation.
  - a. Upon approval of a landmark designation, the affected property shall be included in the Historic Property Register for the City of Cottonwood and on any other applicable documents as appropriate for its preservation.

- b. No person shall carry out any exterior alteration, restoration, renovation, reconstruction, new construction, demolition or removal, in whole or in part, on any landmark, without first obtaining a Certificate of Appropriateness from the Commission.
- c. No person shall make any material change in the exterior appearance of any landmark, its color, materials, light fixtures, signs, fences, steps or other elements which affect the appearance of the property without first obtaining a Certificate of Appropriateness.
- d. Each property designated as a landmark shall be maintained in good condition and faithful to its historic character.
- e. Nothing in this article shall be construed to prevent normal maintenance and repair, which does not involve change in the exterior design, material, color or appearance.

**G. HISTORIC PRESERVATION DISTRICT DESIGNATION PROCESS.**

**1. General Regulations.**

- a. A rezoning approval is required in order to receive a Historic Preservation (HP) Overlay District designation. The process for such is set forth in Article III. Section 301 of this Ordinance.
- b. The HP Overlay District is an overlay zoning designation as described in the Cottonwood Zoning Ordinance in which all uses of the underlying zoning district are maintained but which includes specific criteria and standards for development and rehabilitation that relate to historic preservation. The underlying zoning which describes the allowable land uses continues in effect.
- c. The overlay zoning designation may be applied to any zoning district where determined as appropriate by the City Council.
- d. The boundary of a proposed HP zoning designation may be applied to a single property that is designated as a historic landmark or to a collection of properties that otherwise meet the criteria as described in this Ordinance.
- e. The Historic Preservation Commission shall administer the regulations as they relate to the historic preservation overlay district designation. In cases where the historic preservation regulations are in conflict with other zoning regulations, the Historic Preservation Ordinance shall take precedence in terms of design review criteria and approval process.
- f. The Historic Preservation Commission, the Planning and Zoning Commission, City Council, the Community Development Manager, or a property owner or their agent within the subject area may initiate a request to rezone with a Historic Preservation Overlay District. All other procedures for a change of zoning apply.

2. Application Submittal Requirements.
  - a. Schedule of Public Hearings. Public hearings on the request for the overlay zoning designation shall be held by the Historic Preservation Commission, Planning and Zoning Commission and City Council. A tentative schedule of all meetings shall be included with initial public notification.
  - b. Preliminary Staff Meeting. At the request of a property owner or their representatives a preliminary informal consultation with the Community Development Manager or designee may be scheduled to review the rezoning process and application submittal requirements.
  - c. Code Review: All applications for the Historic Preservation Overlay District designation shall be reviewed by the Code Review Board.
  - d. Application submittal requirements: In addition to the submittal requirements set forth in Section 301., "Amendments or Zone Changes," all Historic Preservation Overlay District rezoning applications shall include the following:
    - 1) A vicinity ownership map showing all parcels adjacent to and surrounding the proposed designated property or district within a radius of at least 300 feet from the boundaries of the proposed district;
    - 2) A list of all properties within the proposed district and with 300 feet identified by parcel number and address along to include property owners with current mailing addresses;
    - 3) Written description of the proposed Historic Preservation Overlay District. The description of the district shall include the boundaries of the proposed district, the known or approximate construction dates of buildings and structures in the area, special aesthetic features, cultural, architectural, archaeological or engineering interest or value of a historic nature, including information about the architecture, notable construction features, and other information indicating the historical significance;
    - 4) Describe prospective contributing properties and how they each meet one or more of the criteria for Historic Districts as described by the National Park Service for listing on the National Register of Historic Places; or locations, dates of construction, and a statement of the general condition of each structure;
    - 5) Current photographs of each building or structure and any significant defining elements. Provide photographs in electronic format as per national standards for documentation; and
    - 6) Explanation of any known threats or concerns to the historic integrity of any property or structures included.

3. Notice of Public Hearing. Notice of public hearings shall be the same as set forth in Section 301 as relates to the change of zoning request. In addition, the public notification requirements shall include the following:
  - a. Notice of the public hearing and information on the proposed historic district and rezoning sent by first class mail to all property owners with the proposed district;
  - b. Notice posted in at least three conspicuous places within or near the proposed historic district boundaries;
  - c. Notice published in the local newspaper of record as required and at least 2 times prior to the meeting; and
  - d. Notification shall be provided to businesses, commercial lessees and residents within the proposed historic district to the extent possible through known sources, including mailings, postings or direct delivery.
4. Historic Preservation Overlay District Criteria. Each structure, site, building or property within an area that is included in a Historic Preservation District rezoning application will be evaluated using the following criteria to determine if it has historical or other cultural significance or integrity, and is suitable for preservation:
  - a. The Overlay District consists of one or more properties which individually or as a group include a substantial concentration of properties, buildings or structures which individually meet the criteria of this section and which contribute generally to the distinctive character of the area, and are united historically or visually in a coherent manner.
  - b. Being at least 50 years old, or having achieved significance within the past 50 years if the property is of exceptional importance.
  - c. Possessing integrity of location, design, setting, materials, workmanship, feeling or association.
  - d. Association with events that have made significant contributions to the broad patterns of our history.
  - e. Association with the lives of persons significant in our past.
  - f. Embodiment of distinctive characteristics of a type, period or method of construction, or representing the work of a master, or high artistic values or representing a significant and distinguishable entity whose components may lack individual distinctions.
  - g. Yielding information important in the understanding of the pre-history or history of the community.

- h. The District boundaries coincide with documented historic boundaries, such as property lines, roads or subdivision plats; and other logical recognized neighborhood or area boundaries.
  - i. Any non-contributing properties or vacant parcels are included only where necessary to create appropriate boundaries.
5. Adoption of Historic Preservation Overlay Zoning District.
- a. Action by the Historic Preservation Commission: Upon completing its public hearing on the Historic Preservation Overlay District zoning application, the Historic Preservation Commission shall transmit its recommendation to the Planning and Zoning Commission. The recommendation from the Historic Preservation Commission shall include the following:
    - 1) A map showing the proposed boundaries of the Historic Preservation Overlay District and identifying all structures within the boundaries, including classification as contributing or noncontributing;
    - 2) An explanation of the significance of the proposed overlay district and description of the cultural resources within the proposed boundaries;
    - 3) Proposed design guidelines or a preliminary summary of design review issues specific to the area that apply to the criteria for review for a Certificate of Appropriateness, include a review of architectural styles, a description of the major periods of influence on development within the district, and discussion regarding the effect of context in the decision making process;
    - 4) The recommendations of the Historic Preservation Commission may include additional conditions and/or modifications to the proposed district property boundaries as deemed necessary to promote the purpose of the District; and
    - 5) Findings of fact shall be included for all such recommendations of the Historic Preservation Commission.
  - b. Action by the Planning and Zoning Commission. The Planning and Zoning Commission shall hold a public hearing to consider the proposed overlay zoning subject to all standard requirements for a change of zoning with consideration of the Historic Preservation Commission's recommendations. Following the conclusion of its public hearing, the Planning and Zoning Commission shall transmit its recommendation to City Council.
  - c. Action by the City Council. The City Council shall hold a public hearing on the proposed overlay zoning. The Council may approve the Historic Preservation Overlay District as recommended or in a modified form, stipulating those conditions it deems necessary to carry out the purpose of this district and this ordinance.

- d. Approval. The ordinance approving a Historic Preservation Overlay District may include specific and unique standards for that district, including reference to design guidelines or other documents developed to meet the needs of that overlay district.
6. Revisions. Based on any conditions recommended by the Historic Preservation Commission or Planning and Zoning Commission, the applicant may provide minor revisions to their application submittal prior to the City Council hearing. All such revisions shall be documented in written format with a description of such changes. Major revisions to the plans shall be required to be resubmitted to the Historic Preservation Commission for review.
7. Effect of Historic Preservation Overlay District Designation.
  - a. Upon approval of a Historic Preservation Overlay District designation by the City Council, the affected properties shall be included in the Cottonwood Historic Property Register and on any other applicable City documents as appropriate for its preservation. The city's zoning map shall be updated to reflect the new overlay zoning district boundaries. The city's parcel information database shall be updated to include those properties identified within the overlay district.
  - b. No person shall carry out any exterior alteration, restoration, renovation, reconstruction, new construction, demolition or removal, in whole or in part, without first obtaining a Certificate of Appropriateness from the Commission.
  - c. No person shall make any material change in the exterior appearance of a designated property, its color, materials, light fixtures, signs, sidewalks, fences, steps, paving or other elements which affect the appearance of the property without first obtaining a Certificate of Appropriateness.
  - d. Criteria may be established to determine work that may be approved administratively.
  - e. Each property designated as a contributing property shall be maintained in good condition and faithful to its historic character.
  - f. Nothing in this article shall be construed to prevent normal maintenance and repair which does not involve change in exterior design, material, color or appearance.
  - g. In addition to any other required review and/or approval, any proposed construction within a historic preservation overlay district shall also be subject to Commission review according to any design guidelines which may have been applied to that district or any other applicable criteria adopted for such purposes.

**H. DEVELOPMENT PROCEDURES FOR LANDMARKS AND HISTORIC DISTRICTS.**

1. Applicability. The provisions of this Section shall apply to Historic Landmarks and to properties within a Historic Preservation Overlay District.

2. Alteration of Historic Resources:

- a. No building, permanent sign, or other structure in a Historic Preservation District or part of a designated Historic Landmark shall be erected, demolished, moved, restored, rehabilitated, reconstructed, altered, or changed in exterior appearance, nor shall any historic resource be altered, moved, remodeled, demolished, enlarged or extended contrary to the district or landmark until plans for such activities have been submitted to and approved by the Historic Preservation Commission or as permitted administratively, and the City has issued a Certificate of Appropriateness, for such work on the subject property. This requirement is in addition to any other permit or approval required by law.
- b. Failure to comply with a stipulation, standard, or plan made a part of any of these approvals shall constitute a violation of the Zoning Ordinance of the City of Cottonwood. An approved plan shall apply to and run with the property and the rights and responsibilities shall be transferable to future successors and assignees of such property. No permit shall be issued for any building or structure not in compliance with the plan, except that temporary facilities shall be permitted in conjunction with construction. No structure or other element shall be eliminated, or altered or provided in another manner, unless an amendment is approved in conjunction with the procedures for original approval.
- c. Maintenance of the historic resource is required. Ordinary maintenance or repair of any structure that does not alter or modify the historic character of the structure will not require a Certificate of Appropriateness.

I. CERTIFICATE OF APPROPRIATENESS.

1. **Applicability:** A Certificate of Appropriateness is required before commencing any exterior improvements or development, including alteration, restoration, renovation, reconstruction, new construction, demolition or removal, in whole or in part, of any property located within a Historic Preservation Overlay District or to a Historic Landmark, whether or not the work will require a building permit. Building permits for exterior work on properties within historic overlay districts or landmarks cannot be issued without first obtaining a Certificate of Appropriateness.
2. **Exceptions for Minor Work:** A Certificate of Appropriateness may be approved administratively by the Community Development Manager or designee, where it is determined that the proposed activity constitutes a minor change and does not alter the essential appearance and character of the property. Activities that may be approved administratively include, but are not limited to the following: repair or replacement of architectural features with essentially the same materials and design; repair or replacement of signs within existing sign panels or frames; repainting with essentially the same design scheme and colors; or other minor changes or additions that are in conformance with approved Design Guidelines and are considered minor. In addition to the criteria described in this Section or in any Design Guidelines approved for historic preservation, the Commission may authorize staff to approve certain activities administratively. For projects that qualify for administrative approval, all other application requirements and review criteria shall remain in effect.

3. Application Submittal and Review Procedure. An application for Certificate of Appropriateness shall be submitted by the owner or agent of the subject property and involves the following steps:
  - a. Preliminary meeting. Prior to the submittal of an application for a Certificate of Appropriateness, the applicant shall meet with the Manager or designee to review the application submittal requirements.
  - b. Application Submittal requirements. An application for a Certificate of Appropriateness shall contain at a minimum the following:
    - 1) Completed application forms.
    - 2) Location and description of property with photographs of the subject property and surrounding area affected by proposed project.
    - 3) Filing fees as adopted by resolution of the City Council.
    - 4) A Project Narrative describing the overall project and specifically addressing the relationship of any proposed activity to the architectural style of the structure, its compatibility with the context of the surrounding structures and area, and a description of proposed building materials, colors, exterior lighting fixtures and types, signage and landscaping or other such development activity if applicable.
    - 5) Site plan identifying all existing and proposed structures and other defining aspects of the property, including, landscaping, sidewalks, parking, drainage and similar site features in relation to surrounding streets and other properties.
    - 6) Proposed building elevations drawn to scale describing any proposed new materials and colors, and any new features in relation to existing.
    - 7) Manufacturers' color and material samples of all proposed exterior paints and colors and samples of roof and other exterior materials to be used, with an explanation on how they relate to existing colors and materials.
    - 8) Proposed signs drawn to scale showing dimensions, lettering, colors, materials and any illumination. Indicate locations of signs on elevation drawing.
    - 9) Any additional information which the Commission may require to properly evaluate the proposed work.
4. Notice of Public Hearing.
  - a. The Certificate of Appropriateness shall be placed on the agenda for a public hearing within 60 days of receipt of a complete application. Public notice of this hearing shall be given as prescribed by Arizona law. The city shall give notice of the date, time and place of a public hearing for consideration of a Certificate of Appropriateness, including a general explanation of the matter to be considered and

a general description of the area affected at least 15 days before the hearing in the following manner:

- 1) Notice of the general nature of the proposed activity which is the subject of the Certificate of Appropriateness and the date and location of the meeting shall be posted on or in proximity to the property;
  - 2) Posting of agendas and notice of hearing in the manner typically required for all such meetings; and
  - 3) In addition to notice by the means set forth above, the city may give notice of the hearing in a specific case in such other manner as it deems necessary or appropriate.
5. Conduct of Public Hearing.
- a. Following acceptance of a complete application, staff shall review such application and prepare a report, which shall be submitted to the Commission along with other exhibits and materials necessary to describe the request.
  - b. The hearing shall be conducted according to the rules and procedures proscribed for such by law. Staff, applicants and concerned persons may present testimony and/or documentary evidence which will become part of the record of the hearing and the deliberations of the Commission.

#### J. CRITERIA FOR APPROVAL OF CERTIFICATE OF APPROPRIATENESS

1. It is the intent of this Section to ensure, to the greatest extent possible, that activities requiring a Certificate of Appropriateness shall be compatible with the architectural and historical character of the property or district.
2. Review Context. Review of applications for Certificate of Appropriateness shall be considered in terms of the specific nature and condition of the property, as well as the context in which the property is located, including the historic characteristics and other influences of surrounding properties. Context shall be considered based on the following circumstances:
  - a. Overlay Zoning District: All properties within a Historic Preservation Overlay Zoning District shall be subject to the requirements for review and approval of a Certificate of Appropriateness for applicable activities, except where considered as exempt.
  - b. Landmark Property. Historic landmarks shall be subject to the requirements for obtaining a Certificate of Appropriateness. Alterations or additions to landmarks shall properly preserve the historic and architectural characteristics which make it unique, and any changes or additions shall conform to the intrinsic and unique character of the building or structure.

- c. **Contributing Property.** Alterations or additions to a Contributing Property within a Historic Preservation Overlay District shall reflect the architectural style and characteristics of the existing structure and its context with surrounding properties.
  - d. **New Construction or Noncontributing Property.** New construction or alterations or additions to a noncontributing property within a historic district shall reflect the architectural style of, and be compatible with, the contributing properties located in proximity to the subject property.
3. **Review Criteria:** The review of the application for a Certificate of Appropriateness shall be considered based on the criteria described in this Section, including any general or specific guidelines that may be approved. The Commission shall use the following documents and criteria as guidelines when considering an application for a Certificate of Appropriateness:
- a. Any criteria for approval of a Certificate of Appropriateness that may be included in this Section;
  - b. The Secretary of the Interior's Standards for Rehabilitation available from the National Park Service;
  - c. Any design guidelines that may be applicable to a Historic Preservation Overlay District or landmarks within the City of Cottonwood;
  - d. The Secretary of the Interior's Preservation Briefs and other information developed by the National Park Service, Arizona Historic Preservation Office (SHPO), National Trust for Historic Preservation, National Alliance of Preservation Commissions, Association of Preservation Technology, and other professionally prepared reference documents; and
  - e. Any other guidelines as adopted by the City Council.
4. **Decision:** The decision shall be to approve, conditionally approve or deny a Certificate of Appropriateness based on the following:
- a. The proposed work does not detrimentally alter, destroy or adversely affect any architectural or landscape feature;
  - b. The proposed work will be compatible with the relevant historic, cultural, educational or architectural qualities characteristic of the structure, or district and shall include but not be limited to elements of size, scale, massing, proportions, orientation, surface textures and patterns, details and embellishments and the relationship of these elements to one another;
  - c. The proposed work conforms with any design review guidelines and/or other applicable criteria as established; and
  - d. The exterior of any new improvement, building or structure in a designated historic preservation overlay district or upon a landmarked site will not adversely affect and

will be compatible with the external appearance of existing designated buildings and structures on the site or within such district.

5. Effect of Approval:

- a. Expiration: A Certificate of Appropriateness expires one (1) year from the date of issuance unless work is started within that time. Evidence of work shall include maintaining an active building permit from the City for the applicable work or similar evidence of intent to proceed through filing of applications for related permits and approvals from the City.
- b. Revisions After Approval: No change shall be made in the approved plans of a project after issuance of a Certificate of Appropriateness without re-submittal to the Commission and approval of the change in the same manner as provided.
- c. Non-Approved Work: If work exceeds that specified in the Certificate of Appropriateness, the Certificate of Appropriateness may be suspended or revoked by order of the Community Development Director. If so ordered, all work shall cease to allow review of the scope of approval. If necessary, the applicant may be required to resubmit the changes to the Commission for approval. Work in violation of the Certificate of Appropriateness may be subject to enforcement action as per applicable City codes and ordinances.
- d. The Certificate of Appropriateness required by this Section shall be in addition to any other permits, approvals or review required for the proposed project.

**K. FINDING OF HARDSHIP FOR CERTIFICATE OF APPROPRIATENESS**

1. An applicant shall submit an application for Finding of Hardship within ten (10) working days after receiving notification from the Commission of the denial of a Certificate of Appropriateness or of specific conditions to be considered. Application shall be in writing to the Director or designee and shall state the reasons for consideration of the hardship. In addition, the applicant shall provide detailed documentation of why the request shall be considered a hardship, including cost estimates, comparative studies, expert documentation or other such information as necessary to adequately present such new information.
  - a. Is infeasible from a technical, mechanical, or structural standpoint.
  - b. Would leave the property with no reasonable economic value because it would require an unreasonable expenditure taking in to account such factors as current market value, permitted uses of the property, and the cost of compliance with applicable local, state and federal requirements.
  - c. Costs necessitated by the neglect or failure of the current owner/s to maintain the property shall not be considered in making this finding.

- d. The Commission finds that the alterations of a contributing property would not have a substantial adverse impact on the historic significance or integrity of a Historic Preservation Overlay District.
2. The Commission shall hold a public hearing on the hardship application at their next regularly scheduled meeting. Decisions at that time shall be final.

M. DEMOLITION OF HISTORIC LANDMARK OR CONTRIBUTING PROPERTY WITHIN A HISTORIC DISTRICT.

It is the intent of this Section to encourage preservation and protection of historic structures and significant resources within designated Historic Districts and other designated Historic Landmarks. However, it is recognized that there can be circumstances beyond the control of a property owner which may result in the necessary demolition of a Landmark or structure within a designated District. These circumstances include a building which constitutes a non-repairable public nuisance, which involves a resource whose loss does not adversely affect or may even benefit the integrity of the District, or which imposes an economic hardship on the owner. This Section is intended to apply to demolition of buildings or structures and shall not include demolition permits issued for the purpose of interior remodeling or other purposes not applicable to the Historic Preservation Ordinance.

1. Non-Historic Demolition: Demolition of non-historic structures within a Historic District shall not be exempt from the requirements of the Historic Preservation Ordinance and will require first applying for a Certificate of Appropriateness. The area of a site left vacant by a demolition shall be maintained in a manner not detrimental to the surrounding vicinity in accordance with applicable City codes and ordinances, including dust-free surface treatment and abatement of weeds, trash, debris, outdoor storage or other public nuisances.
2. Landmark Demolition: Partial or complete demolition of designated historic properties and landmarks shall not be permitted without first applying for a Certificate of Appropriateness. Application for such a demolition shall be made to the Historic Preservation Commission, which shall hold a public hearing to determine if the applicant has shown that the preservation of the structure is physically and/or economically infeasible.
3. Consideration of Alternatives to Demolition: Before granting a request for demolition, the Commission shall review the historic or cultural value of the property and shall consider options including incentives to the owner for restoration or recommendation to Council that the city consider purchasing the property or seek other methods to ensure the preservation of the building or structure. The Commission shall review the request for demolition based on the following:
  - a. The property cannot be adapted for any other use, whether by the current owner or by a purchaser, which would result in a reasonable return.

- b. Efforts to find a purchaser interested in acquiring the property and preserving it have failed.
- c. If preservation is found to be physically and/or economically infeasible, the Commission shall approve the Certificate of Appropriateness, thereby allowing issuance of the Demolition Permit by the Community Development Department.
- d. A landmark or contributing property may be demolished if the chief building official has determined that an imminent safety hazard exists and that demolition of the structure is the only feasible means to secure the public safety.
- e. If preservation is considered feasible, the Commission shall delay issuance of the Certificate of Appropriateness for a period up to ninety (90) days in length so as to consider alternatives to demolition.
- f. The applicant, at their cost, may submit an independent third-party review of the structural integrity of the building or structure in relation to necessary improvements so as to determine the feasibility of alternatives to demolition. Such independent review shall be conducted by a registered professional in the State of Arizona, including an architect, structural engineer or other professional engineer, or other with demonstrated expertise in historic preservation and rehabilitation.
- g. During the delay period, the applicant shall consult in good faith with the Commission, City staff, the State Historic Preservation Office, local and state preservation groups and interested parties in a diligent effort to seek an alternative that will result in preservation or sale of the property so as to promote preservation. The applicant shall have ninety (90) days in which to advertise to have the property purchased at a fair market value or to receive appraisals, cost estimates, and proposals on the restoration of such properties.
- h. If no purchaser has been found within the initial ninety (90) day period and no other plan is shown to demonstrate a reasonable alternative, then the Certificate of Appropriateness for the proposed demolition shall be issued.
- i. The applicant shall bear the burden of proof for all findings required for approval of a Certificate of Appropriateness.
- j. If a preservation plan is presented to the Commission within the delay period specified above by any interested party who may be any member of the public, indicating a feasible and reasonable approach to saving a threatened historic resource, the Commission will consider the merits and feasibility of the preservation plan. The Commission may decide to provide copies of such preservation plan to the property owner so as to consider alternatives to demolition.
- k. In making its decision, the Commission shall consider testimony and the effects on the surrounding neighborhood, and advise the property owner on preservation alternatives.

1. The property owner shall have twenty-one (21) days from the date of approval to sign the Certificate of Appropriateness or to appeal any conditions contained therein.

**N. FINDING OF HARDSHIP FOR DEMOLITION.**

1. Economic Hardship Criteria for Demolition of Historic Structures. Separate standards and application requirements may be established by the city for granting economic hardship relief for income-producing properties and for non-income producing properties. The Commission shall issue the Certificate of Appropriateness if the Commission finds, after review, that maintenance, use and/or alteration of the designated property in accordance with the requirements of this article would cause immediate and substantial hardship on the property owner/s based on one or more of the following issues:
  - a. That a temporary delay period of up to ninety (90) days has elapsed and no reasonable alternative has been demonstrated by the applicant, the City, or any other interested parties.
  - b. Is infeasible from a technical, mechanical, or structural standpoint;
  - c. Would leave the property with no reasonable economic value because it would require an unreasonable expenditure taking in to account such factors as current market value, permitted uses of the property, and the cost of compliance with applicable local, state and federal requirements;
  - d. Costs necessitated by the neglect or failure of the current owner/s to maintain the property need not be considered in making this finding; and/or
  - e. The Commission finds that the demolition of a contributing property would not have a substantial adverse impact on the historic significance or integrity of a Historic Preservation Overlay District.
2. Limitations on Economic Hardship Criteria: Demonstration of an economic hardship shall not be based on or include any of the following circumstances:
  - a. Willful or negligent acts by the owner.
  - b. Purchase of the property for substantially more than market value.
  - c. Failure to perform normal maintenance and repairs.
  - d. Failure to diligently solicit and retain tenants.
  - e. Failure to provide normal improvements.

O. MAINTENANCE AND REPAIR.

Each property designated as a landmark, and properties designated as contributing properties within a Historic Preservation Overlay District shall be maintained in good condition and faithful to its historic character. Nothing in this Section shall be construed to prevent normal maintenance and repair of any exterior feature of any structure designated as a landmark or contributing property within a HP District, which does not involve change in design, material, color or outward appearance. The Commission shall not consider the interior arrangements or alterations to the interior of a building, unless designation specifically includes the interior or a portion thereof.

P. APPEALS.

Any person or persons aggrieved by a decision of the Commission may appeal to the City Council within fifteen (15) working days of the Commission's action, by filing with the City Clerk written notice of appeal and any applicable fee as may be adopted. The Council shall render a decision to sustain, conditionally overrule or overrule the Commission decision. The Council may choose to hold a public hearing if deemed appropriate.

Q. VIOLATIONS AND ENFORCEMENT.

All work performed pursuant to this Section shall conform to requirements thereof. Compliance shall be confirmed by inspections made by the City of Cottonwood officials, including the Building Official, Manager or designee. The appropriate City officials shall ensure that all matters are undertaken according to conditions of the approved plans. Noncompliance with the approved plans shall be grounds for stopping work on the project or for denial of a Certificate of Occupancy. Any person who causes unauthorized demolition, alteration, construction, or permits degradation or disrepair of a designated property as defined in this Section may be required to restore the property and site to its condition prior to the violation.

R. SEVERABILITY.

This article and its sections are hereby declared to be severable. If any section, subsection, clause, word or phrase of this article is held to be void, unlawful or unconstitutional, such holdings shall not affect the validity of the remainder of this article or of the Zoning Ordinance.



## STAFF MEMO

**TO:** Planning and Zoning Commission

**FROM:** Historic Preservation Commission

**STAFF:** Charlie Scully, Planner (HPC Staff)

**MEETING:** April 15, 2013

**SUBJECT:** **Proposed amendment to the Zoning Ordinance adding a new Section 428. "HP" ZONE, HISTORIC PRESERVATION OVERLAY ZONE, as forwarded from the Historic Preservation Commission.**

### **BACKGROUND:**

The Historic Preservation Commission considered the draft HP Overlay Zoning District at their meetings of July 13, 2011 and April 10, 2013 and recommend approval.

### **Overlay Zoning:**

Arizona Revised Statutes (Title 9, Cities and Towns) provides the framework for the establishment of “**overlay zoning districts.**” This type of zoning district has not been used previously in Cottonwood but is an option permitted by state law to provide an “overlay” of specific zoning standards, while maintaining the existing uses of the underlying zone. Overlay zoning can be used for a variety of different types of applications because it offers flexibility on a particular issue while maintaining the stability of the existing zoning.

### **Arizona Revised Statutes**

#### **ARS § 9-462.01. Zoning regulations; public hearing; definitions**

D. To carry out the purposes of this article and articles 6 and 6.2 of this chapter, the legislative body may adopt **overlay zoning districts** and regulations applicable to particular buildings, structures and land within individual zones. For the purposes of this subsection, "**overlay zoning district**" means a special zoning district that includes regulations which modify regulations in another zoning district with which the overlay zoning district is combined. Overlay zoning districts and regulations shall be adopted pursuant to section 9-462.04. (Public hearing required.)

### **Historic Preservation Overlay Zoning**

In order to provide the authority for the historic preservation standards as described in the proposed Historic Preservation (HP) Ordinance, it is typical to either create a separate zoning district classification or establish an “overlay” zone. The existing zoning classification for the Cottonwood Commercial Historic District, for example, is C-1 (Light Commercial) Zone. The overlay classification would not change the existing underlying uses but would add new procedures and standards specific to the goal of preserving the historic character of the district.

The HP Overlay Zone is different than the Historic District designation that is approved by the National Park Service for listing on the National Register of Historic Places. Designation of a Historic District through the national program does not place any restrictions or regulations on any property. The HP Overlay Zoning District, on the other hand, has the potential to address specific standards and procedures for historic properties. Such local standards can be tied to the national standards but it is the local zoning that governs property rights.

### **Design Review.**

The Design Review section of the Zoning Ordinance currently applies to exterior alterations done on existing buildings or new buildings and structures. Design Review applies to commercial, industrial, institutional, and multi-unit residential. Single-family residential is exempt. Design Review currently applies to many historic properties; however, there are no specific standards for historic preservation to guide such decisions. The design review aspects of the HP Ordinance will apply to properties covered by the HP Overlay Zone.

Section 304 “Design Review” applies to: “all buildings, structures, signs, site plans, landscape plans and other plans which are to be hereafter erected, constructed, converted, established, altered (including resurfacing and repainting), or enlarged within the City of Cottonwood, as follows:

- a. Proposed Development: The provisions of this Section shall apply to the exterior portion of all sites, buildings, structures and signs, except single-family residences not otherwise part of a Planned Area Development, which are to be hereafter erected, constructed, or established within the City of Cottonwood.
- b. Existing Properties: The provisions of this Section shall apply to the exterior portion of sites, buildings, structures and signs, except single-family residences not part of a Planned Area Development, which are to be hereafter remodeled, converted, altered (including resurfacing and repainting), or enlarged after the effective date of this ordinance, or when there is a change in the distinguishing traits or primary features of the use of a building or land as evidenced by increased parking requirements, change in occupancy designation, change in outside storage, or other features and such change which occurs after the effective date of this Ordinance. The use of a building or land shall refer to the primary or specific purpose for which the building or land is occupied, designed, intended or maintained.”

### **Process for Designating Properties with HP Overlay Zoning.**

Application of the HP Overlay Zoning to properties would require the exact same steps and procedures as rezoning. Procedures to apply HP Overlay Zoning to an individual “Landmark” property or to a Historic District include notifying property owners, public notification and public hearings with both the Planning and Zoning Commission and the City Council.

Applicability: As per the Historic Preservation Ordinance, the only properties that can qualify for potential HP Overlay Zoning would be properties designated by the City of Cottonwood as Landmark properties. As per the proposed HP Ordinance, “Landmark” properties in Cottonwood will include properties designated as National Historic Districts. The Cottonwood Commercial Historic District, as designated, or other properties yet to be designated as Landmark or Historic Districts are the only ones that would qualify for the HP Overlay Zoning designation.

Opt-Out: So as to comply with State Statutes, individual property owners will have the opportunity to opt-out of the historic preservation program at any time for three years from the date of adoption of any HP overlay zoning. Of course they will also be opting out of various specific and general benefits of the program. And they will still be subject to the standard Design Review for applicable properties.

### **SUMMARY**

The proposed amendment creates a new “overlay” zoning classification for historic preservation. Creation of the Zoning District classification does not affect any specific properties at this time. Application of the HP Overlay Zone to any specific properties would occur at a later time through a separate process similar to rezoning.

### **RECOMMENDATION**

The Planning and Zoning Commission is asked to review the draft Historic Preservation (HP) Overlay Zoning classification amendment and if ready, forward the ordinance to the City Council with recommendations.

### **ATTACHMENTS**

- Proposed amendment to the Cottonwood Zoning Ordinance:  
SECTION 428. "HP" ZONE, HISTORIC PRESERVATION OVERLAY ZONE.

SECTION 428. "HP" ZONE, HISTORIC PRESERVATION OVERLAY ZONE.

A. PURPOSE.

The Historic Preservation Overlay (HP) Zoning District is intended to provide an effective, fair and appropriate set of standards to preserve and protect the historic character and integrity of properties.

B. APPLICABILITY.

1. This Section applies to properties, individually or groups of properties within an area, which have been designated as historic landmarks and are considered as worthy of special consideration for preservation through the overlay zoning designation.
2. The HP zoning classification is an overlay zone that is attached to a standard zoning district. Any zoning district may be considered as the base zone. Properties zoned with the Historic Preservation Overlay Zoning District designation shall retain the uses of and are subject to the regulations of the underlying zoning. The underlying zoning, which relates to land use and density, continues to remain in effect.
3. In cases where the historic preservation regulations are in conflict with other zoning regulations, the Historic Preservation Ordinance shall take precedence in terms of design review criteria and approval process for related matters.
4. To identify a Historic Preservation District on the City's Zoning Map, "HP" shall be added to the underlying zoning designation as a hyphenated suffix.

C. USE REGULATIONS.

The Historic Preservation (HP) Overlay Zoning District is to be used in conjunction with the underlying zoning districts, thereby permitting the same uses as the underlying base zoning district with the exception that requirements related to historic preservation shall apply, including for exterior alteration, restoration, renovation, reconstruction, new construction, demolition or removal, in whole or in part of buildings and structures. Permitted, Conditional and Temporary Uses shall be allowed as per the regulations applicable to the underlying zoning.

D. HISTORIC PRESERVATION WAIVER.

Properties may be removed from the requirements associated with Historic Preservation Overlay Zoning or Historic Landmark designation, at the request of property owners, as per the procedures described in Section 310. C. Historic Preservation Waiver.

E. HISTORIC PRESERVATION OVERLAY DISTRICT CRITERIA.

1. All properties with the HP Overlay Zone designation are subject to the requirements as described in the Cottonwood Zoning Ordinance, Section 310, Historic Preservation Ordinance, except as described in this Section for exempt uses.

2. Historic Preservation Design Guidelines: Where provided, any alteration, restoration, renovation, reconstruction, new construction, demolition or removal, in whole or in part, must conform to any City of Cottonwood design guidelines that are approved for historic preservation. In addition, the City Council may approve unique Design Guidelines for a specific HP Overlay Zone.
3. Exempt Uses:
  - a. Existing Uses. Any structure or use lawfully existing at the effective date of this ordinance may continue as permitted.
  - b. Interior Remodeling. Any renovation or remodeling to the interior that does not include any exterior changes or alterations to the building shall be exempt from this Section.
4. Certificate of Appropriateness. All such work that is subject to the Historic Preservation Ordinance, including applicable properties with the HP Overlay zoning designation, shall require granting of a Certificate of Appropriateness prior to commencement of any work.

**E. AMENDMENTS TO THE OVERLAY ZONE BOUNDARIES.**

An expansion or decrease in the boundaries of the HP Zone may be requested. Amendments shall be subject to the same procedures for a zone change as described in Section 301 of this Ordinance.

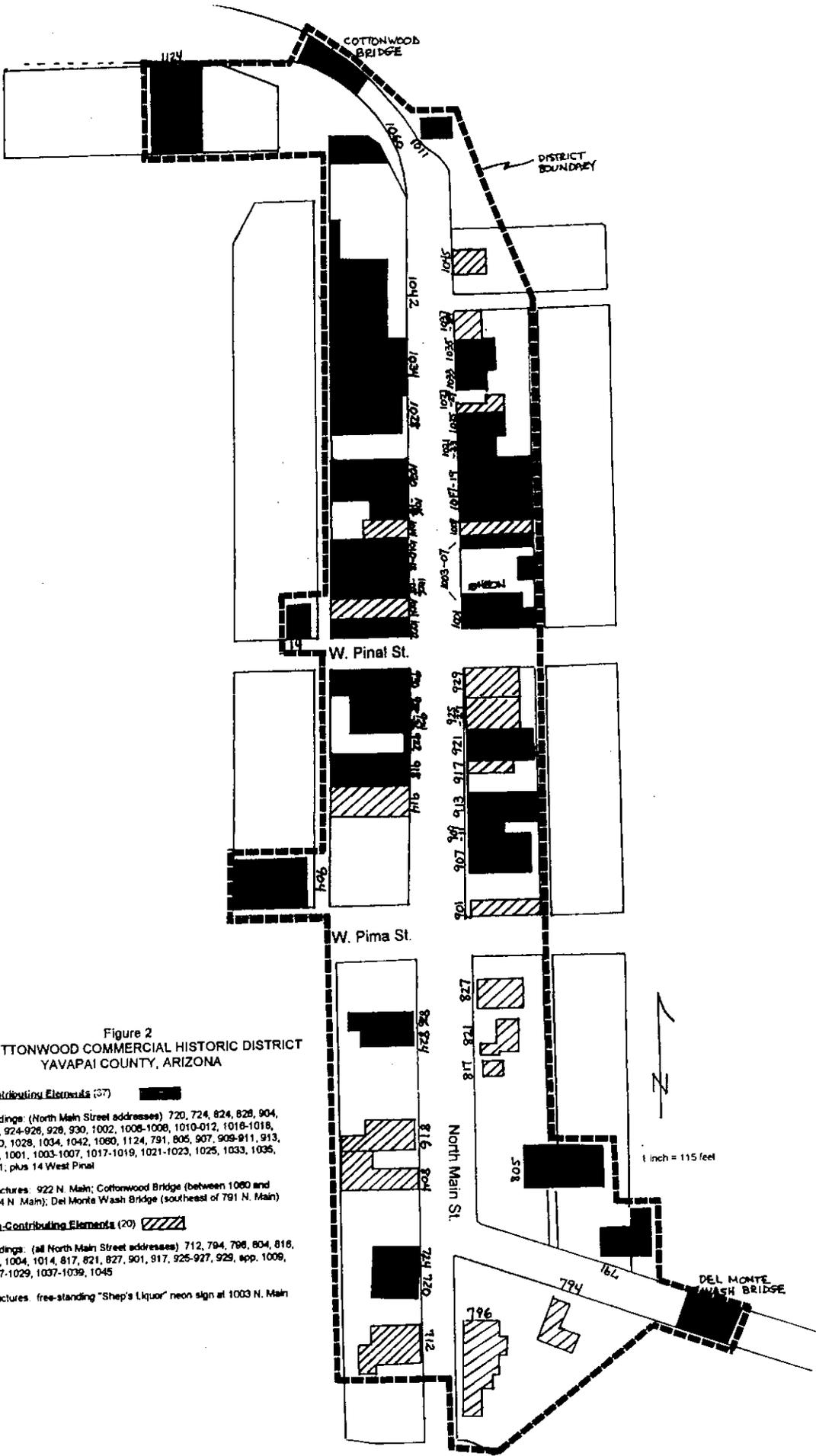


Figure 2  
 COTTONWOOD COMMERCIAL HISTORIC DISTRICT  
 YAVAPAI COUNTY, ARIZONA

Contributing Elements (37)

Buildings: (North Main Street addresses) 720, 724, 824, 828, 904, 918, 924-928, 928, 930, 1002, 1006-1008, 1010-012, 1018-1018, 1020, 1028, 1034, 1042, 1060, 1124, 791, 805, 907, 908-911, 913, 921, 1001, 1003-1007, 1017-1019, 1021-1023, 1025, 1033, 1035, 1101, plus 14 West Pinal

Structures: 922 N. Main; Cottonwood Bridge (between 1060 and 1124 N. Main); Del Monte Wash Bridge (southeast of 791 N. Main)

Non-Contributing Elements (20)

Buildings: (all North Main Street addresses) 712, 794, 798, 804, 816, 914, 1004, 1014, 817, 821, 827, 901, 917, 925-927, 929, app. 1008, 1027-1029, 1037-1039, 1045

Structures: free-standing "Shep's Liquor" neon sign at 1003 N. Main



# 6. GROWTH AREA ELEMENT

## A. INTRODUCTION

The purpose of the Growth Area Element is to identify those areas most suitable for efficient, cost-effective mixed-use type of development where infrastructure, including streets, utilities and public services, is existing in relatively close proximity and where development can be accomplished in a manner that supports positive neighborhood qualities. It is the intent of this element to support the development of well-defined neighborhoods that include quality street environments, attractive recreational facilities, integration with natural areas, and places that allow public interaction and community involvement.

This element is devoted to an examination of growth and the facilitation of an efficient pattern of land use which minimizes infrastructure costs, promotes economic development and housing needs, and encourages many of the small town qualities highlighted by the General Plan's vision. The Growth Area element encourages a focused pattern of development in those areas of the community that are most able to support such development. Efficient mixed-use development minimizes traffic and other impacts, and better enables opportunities to provide affordable housing, preserve the City's unique natural and historic amenities, open areas, backdrops, vistas, and trail opportunities. The Growth Area element also sets the stage for a pedestrian-oriented scale of development, which helps define the small town qualities that people value.

## B. LEGISLATIVE REQUIREMENTS

Under Arizona's Revised Statutes (ARS § 9-461.05.D.2) the City's General Plan is required to include:

- A growth area element, specifically identifying those areas, if any, that are particularly suitable for planned multi-modal transportation and infrastructure expansion and improvements designed to support a planned concentration of a variety of uses, such as residential, office, commercial, tourism and industrial uses. This element shall include policies and implementation strategies that are designed to:
- (a) Make automobile, transit and other multi-modal circulation more efficient, make infrastructure expansion more economical and provide for a rational pattern of land development.
  - (b) Conserve significant natural resources and open space areas in the growth area and coordinate their location to similar areas outside the growth area's boundaries.
  - (c) Promote the public and private construction of timely and financially sound infrastructure expansion through the use of infrastructure funding and financing planning that is coordinated with development activity.



## **C. KEY ISSUES**

### **1. Encourage Rational Development.**

The State Statute supports planned concentrations of development, which result in cost-effective use of existing infrastructure, less automotive travel inside the City and conservation of resources and open space. The Growth Area Element supports rational development by identifying specific locations of the City that are most conducive to mixed-uses and essential concentrations of residential densities; and recommends a planned development land use designation for appropriate locations in the City. The Growth Area element describes opportunities for taking advantage of efficient locations for future growth and for sub-area planning of those locations. Continued review of land development, land supply and demand is recommended to better guide those efforts.

### **2. Planning of State Trust Land.**

The growth areas identified by this element include approximately 980 acres of State Trust land within the city limits, which is managed through the Arizona State Land Department. The General Plan's Proposed Land Use Map establishes a "Planned Development" land use designation for all of the State Trust lands included within the City and in the City's Planning Area, which includes the 10 square mile block of State Trust land located to the east of the City along SR 89A. The City needs to work proactively with the State Land Department to encourage quality planning for any areas currently within the city or any areas with potential for annexation. Approximately 16 square miles of State Trust Land are indicated in the Verde Valley.

### **3. Infrastructure and Multi-Modal Opportunities.**

The identification of designated growth areas within the city is intended to correspond with both existing properties and potential locations where there could be efficient, cost-effective use of infrastructure, including roads and utilities, as well as pedestrian, bicycle and transit facilities. In general, where facilities need to be extended such locations are more likely to be contiguous or in very close proximity to existing systems.

### **4. Infill Development Locations Support Efficient Growth.**

The coordination of infrastructure expansion with development activity is intended to provide for efficient, cost-effective development of the overall system. Where such growth is located in proximity to existing infrastructure and existing development, it will be that much more capable of supporting multi-modal transportation options. The intent of the Growth Area Element is to identify development locations that are in relatively close proximity to existing infrastructure and transportation systems, and suitable for taking advantage of efficient development opportunities that support multi-modal transportation options. Infill locations provide some of the best opportunities for meeting the criteria expressed in the State Statutes for identifying suitable Growth Areas.

### **5. Watershed and Open Space Values.**

Identification of Growth Areas, as per State Statute, can help encourage an approach to development that provides a more efficient, compact, pedestrian-oriented development. The trade off with this type of development is the need to also integrate natural open space preservation into the planning framework. Open space, which may consist of major washes, steep slopes and flood plain areas serves as a critical component of long-term watershed sustainability. Without sufficient large areas of undeveloped land in this region, the water cycle and aquifer recharge process will suffer. Efforts to promote more efficient and more compact development patterns always need to be balanced with a framework of open space preservation from the local to the regional scale.



## D. GROWTH ESTIMATES

### CURRENT CONDITIONS.

According to the 2010 Census, the City of Cottonwood contains 5,932 housing units with approximately 5,179 occupied units. The local vacancy rate was estimated at 12.7%, which was higher than expected. The vacancy rate should decline as the economy improves and the market balances out.

<b>Total occupied housing units (2010)</b>	<b>5,179</b>
<b>Cottonwood Population (2010)</b>	<b>11,265</b>

**Potential Residential Development:** In establishing these estimates, consideration was given to the existing zoning as well as the maximum number of units that could be built in existing subdivisions. Similarly, multi-family land occupied by apartments was considered “built-out,” at the current number of units. Multi-family lots located within subdivisions were assigned a unit density based on their size and zoning. Estimates for potential residential development are summarized below:

<u>Type of Housing Unit</u>	<u>Existing - 2010</u>
Single-Family	2,966
Multi-Unit Residential	1,780
Manufactured Homes	<u>1,186</u>
	<b>5,932</b>

<u>Type of Housing Unit</u>	<u>Potential - (based on existing vacant land &amp; zoning)</u>
Single Family	6,547
Multi-Family Units	5,226
Manufactured Homes	<u>1,474</u>
	<b>13,274</b>

**Total Potential Housing Units that could be developed in Cottonwood based on existing vacant land and standard zoning amendments is estimated at 13,274 units. This estimate does not take into account possible annexation, land exchanges or more innovative housing development that may or may not include a higher number of units per acre.**

### POPULATION GROWTH ESTIMATES.

There is no timeframe suggested by this investigation of potential development. The analysis does not make any predictions on national or statewide population growth patterns or consider availability of water resources, economic conditions or other external calculations. The question looks at the existing land available and provides an estimate based on land area, zoning and conventional development scenarios.

Based on past trends the average household occupancy is indicated at 2.27 per household. Based on currently available vacant land, including approved and potentially approvable development projects, the population within the current boundaries of the City of Cottonwood at build-out could be over **28,000** persons, which is almost three times the existing population.

This estimate does not include potential annexations of surrounding territory or more innovative, higher-density land development options, which could result in a higher population within the city. This estimate also does not include growth potential of immediately surrounding communities, such as Clarkdale, Cornville and Yavapai County areas, which could result in a significantly higher total population of the surrounding area, with corresponding influences and pressures on internal city systems.



## E. PLANNED AREA DEVELOPMENTS

For most of the identified “growth areas,” it would be most likely that Planned Area Development (PAD) Zoning would be the appropriate choice for the zoning designation. PAD Zoning is an option that developers can request based on the opportunity to receive greater flexibility with the specific development standards and with the mix of allowable uses. In return for such considerations, it is expected that a more creative, innovative and higher quality project will be provided.

The Cottonwood Zoning Ordinance, Section 424. “PAD” Zone, (Planned Area Development), was amended in 2008, to clarify the procedures and criteria for establishing new planned development zoning. PAD describes a zoning classification that allows a developer to propose unique, custom standards for a development. The intent of the PAD zoning process is to ensure superior development attributes and a higher quality design concept. In addition, the amendments are intended to describe a standardized approach for the submittal format with improved documentation of the details of a proposed development.

### **PAD Zone requirements include the following:**

- **Master Development Plan (MDP):** A MDP shall be submitted as a separate document in a ring binder format, with project narrative, maps, exhibits and other documentation. The change of zoning to the PAD classification requires approval of the MDP by the City Council and this becomes the primary document guiding development of that particular project.
- **Documentation of Standards.** Expands the information required in the submittal, including detailed property development standards, design guidelines and graphic exhibits.
- **Level of Detail.** Details are required in the MDP, including Building Design, Streetscape, Circulation and Traffic Impacts, Open Space and Landscaping, and Water Conservation programs.
- **Process.** The Planning and Zoning Commission reviews and provides recommendations regarding the design theme, general direction of project design and any design guidelines prior to the Council hearing.

### **Summary of Master Development Plan (MDP) Requirements for Planned Area Development.**

- **Format:** The MDP for the PAD is submitted as a single document in ring binder format. This allows coordinated review of the proposal. The approved MDP document then becomes the primary reference for future development of that property.
- **General Plan Review:** Documentation of the relationship of the proposed development to the General Plan is required. In addition to the analysis of Land Use issues, a review of the project relationship to each of the General Plan elements and community vision section is required.
- **Property Development Standards:** PAD Zoning allows flexibility for the developer to propose unique property development standards. Details of all proposed PAD standards are required prior to approval.
- **PAD Design Guidelines:** Developers are required to provide details for the overall design theme, as well as typical design details for building components, site features, etc. prior to approval of the PAD Zoning.



- **Design Review Approval:** The Planning and Zoning Commission reviews the project theme and proposed design guidelines prior to approval of the MDP with recommendations forwarded to the City Council. The Commission still reviews and approves the final design for proposed buildings through the standard Design Review process but the direction and design concepts for the PAD are submitted up front for approval as part of the MDP.
- **Circulation Standards:** A Traffic Impact Study may be required for larger developments, as specified. Traffic Calming techniques can be required in neighborhood street design. Multi-modal transportation concepts, such as walking, bicycling and transit can be required as part of the PAD approval process.
- **Open Space Standards:** Open space description includes preservation of natural areas, such as major washes or distinctive hillsides, trail systems and access to any nearby public lands.
- **Landscape Standards.** Requires low water use plants and xeriscaping techniques. Preliminary plans and design theme for proposed landscaping required prior to PAD approval.
- **Water Conservation.** PAD approval requires a comprehensive approach to water conservation. Alternatives to individual greywater systems are encouraged.
- **Citizen Participation Plan, Public Notification Exhibits:** Requires public notification and input so that process and results are documented in one section.

DRAFT



## F. GROWTH AREAS

The General Plan identifies Growth Areas based on their ability to be developed with efficient, compact, pedestrian-friendly development and to connect to infrastructure systems in an efficient, cost-effective manner. Large areas of undeveloped private land and State Trust lands are mainly located towards the perimeter of the City. Some of these areas provide opportunities for more efficient development, while others need to be more sensitive to the less developed surrounding context.

The General Plan encourages development that provides more effective use of existing infrastructure, consolidates traffic flows and provides better opportunities for pedestrian-oriented development and a mix of housing types. To encourage the infrastructure necessary to accommodate the densities and use mixtures that support more cost effective growth patterns, the land use element emphasizes planned development which includes performance standards that help to accomplish community objectives. Generally, infrastructure is available in the interior areas of the city. Infrastructure development will typically be provided to the perimeter growth areas as planned development occurs in those areas. The Planned Development (PLD) land use classification is generally the most appropriate for identified growth areas.

### REVIEW OF COTTONWOOD GROWTH AREAS

As per Arizona Revised Statutes, (ARS § 9-461.05.D.2), Growth Areas are intended to identify areas that are particularly suitable for planned multi-modal transportation and infrastructure expansion, and improvements designed to support a planned concentration of a variety of uses, such as residential, office, commercial, tourism and industrial uses.

#### EAST AREA

Development in this area needs to address coordinated access from the highways and other improvements in association with private development of these properties. Not including public lands or the 10-square mile State Trust Land property located outside the city limits, the overall area includes over two square miles (1,348 acres) of undeveloped private property, about half of which is occupied by the second phase of the Verde Santa Fe project (currently zoned PAD). The remainder of developable land is largely State Trust property.

**East Gateway:** The East Gateway area along SR 89A at the intersection with the Mingus Avenue Extension and Cornville Road is a logical area for future growth and development. At the present time this area does not have the level of infrastructure necessary to support the type of quality development that should be expected there. Infrastructure would be expected to be extended to the area as development occurs. This would include water lines, wastewater treatment capacity, additional roads and traffic control, and other utilities necessary for such development, including electricity, natural gas, telephones and communications. The State Trust Land property is currently zoned AR-70 (single family / 70,000 square foot minimum lot size.) About 369 acres of the state lands was acquired by Yavapai County as a conservation area for the endangered Arizona Cliff Rose, leaving 239 acres of State Land that may be subject to development. The remaining 30 acres of that section was acquired by Yavapai County for the right-of-way needed to construct the Mingus Avenue extension.

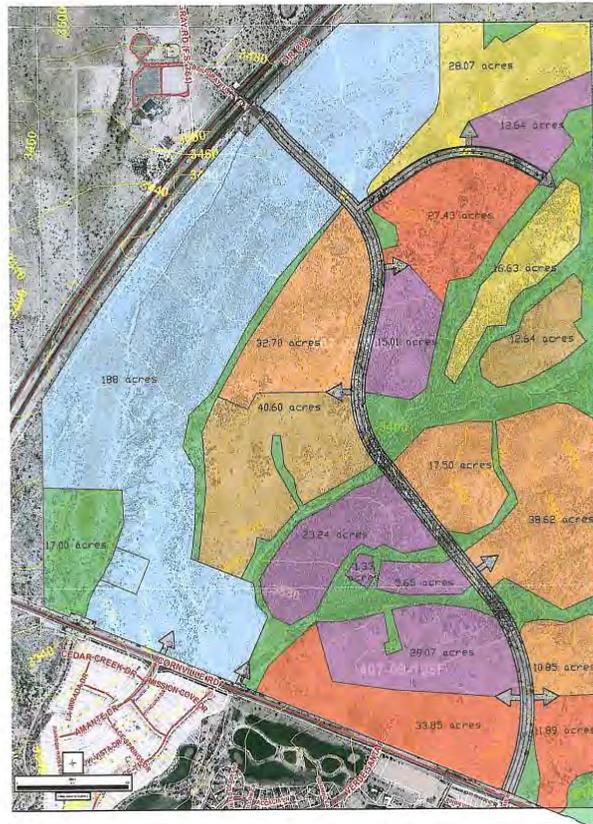


**Verde Santa Fe Phase II:** Verde Santa Fe (North) Phase II, also known as “Bella Montana” includes more than one square mile of private property that has been approved for development with 2,050 residences and potentially up to 117 acres of commercial development. The undeveloped (north) half of the Verde Santa Fe project includes approximately 688 acres of private property originally zoned by Yavapai County in 1995 for Planned Development. The area was subsequently annexed by the City of Cottonwood with a Development Agreement granting rights for development for 50 years. The plan was amended in 2002 and 2007, consolidating the commercial areas along the highway closer to the intersection with Bill Gray Road. The project is expected to include a village center and a pedestrian-oriented central street system, connective trails and open areas providing access to adjacent lands, as well as environmentally sensitive architecture, water conservation features, and greater sensitivity to boundary areas and streetscape planning.

Verde Santa Fe Phase II Approved Land Use Plan:

EXHIBIT A

- LEGEND**
- 2-3 du/ac Single Family Residential
  - 3-4 du/ac Single Family Residential
  - 3-4 du/ac Single Family Residential
  - 4-5 du/ac Single Family Residential
  - 5-6 du/ac Single Family Residential
  - Mixed Use
  - Open Space



Data Table for Bella Montana

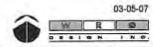
Proposed PAD Amendment Plan	Acres	Units	DU/AC
Residential	356	1,476	4.1
Single Family	356	1,476	4.1
<b>Mixed Use</b>	<b>188</b>	<b>574</b>	<b>-</b>
Commercial:	118	-	-
Research/Office/Resort/Light	-	-	-
Industrial/Employment	68	574	8.4
Residential, Apartments / Multi-Family	2	-	-
Watershed Treatment Plant	2	-	-
<b>Open Space*</b>	<b>178</b>	<b>-</b>	<b>-</b>
Open Space, Trails	40	-	-
Estimated Required Open Space	40	-	-
Assuming 426 Residential Acres	<b>632</b>	<b>2,050</b>	<b>4.8</b>

20% Range for Minor Amendment	Proposed
356 - 469 Acres Residential	426
28 - 118 Acres Commercial	118
159 - 238 Acres Open Space	178

\* Based on Section 214.D.5 of the Zoning Ordinance (PAD Zoning, Required Open Space) front yards, portions of commercial parking areas, and other similar open spaces may be included in the calculation of total PAD open space and have been estimated to be a minimum of 40 acres within the proposed amended PAD.

**Bella Montana**

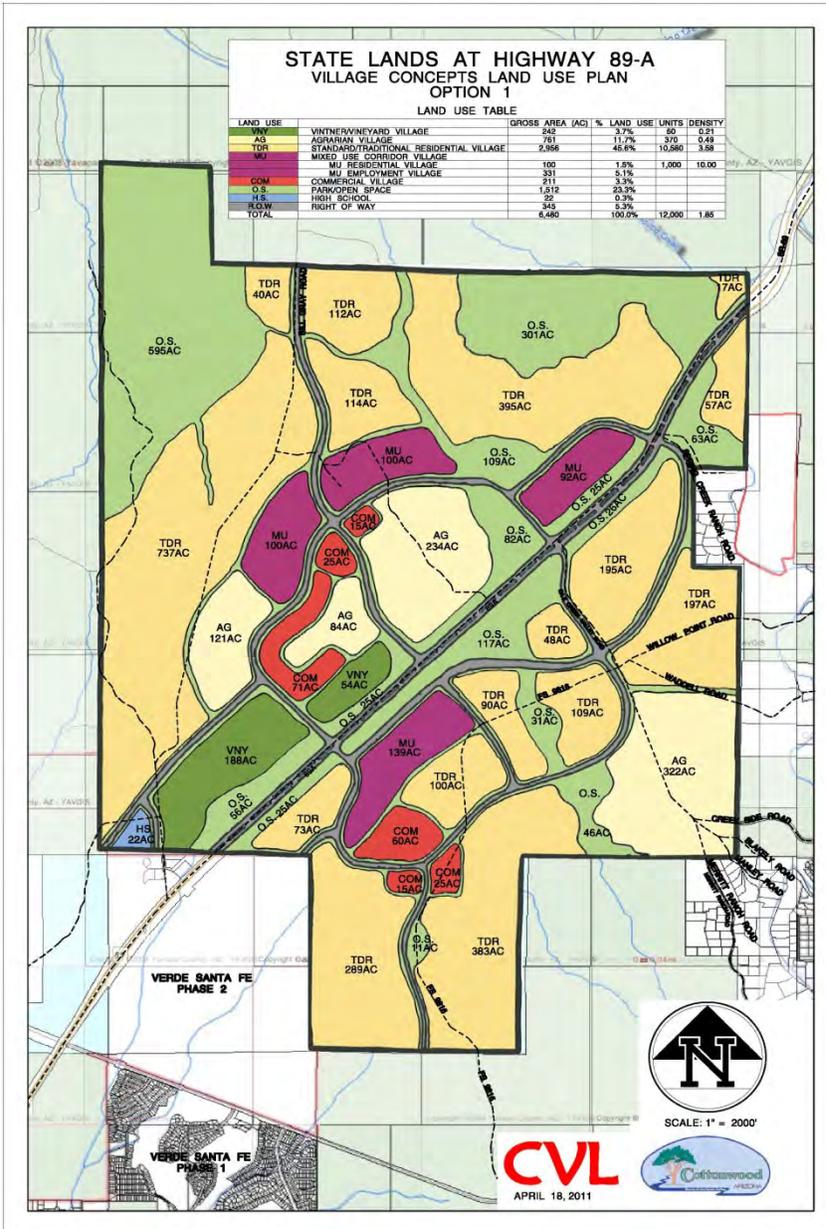
A Brookfield Communities Development



Proposed Minor Amendment to PAD



**State Trust Land / SR 89A:** The 10 square mile block of State Trust Land (6,480 acres) administered by the Arizona State Land Department (ASLD) is located outside the City limits; however, this area has been proposed for annexation by the City of Cottonwood. A number of “conceptual land use plans” were assembled in response to requirements from the Arizona State Land Department to consider potential land use, street layout and open space scenarios. There is no known developer associated with this property. Conceptual land use plans were developed solely for the purpose of considering annexation of the area into the incorporated area of the City of Cottonwood. At the request of the ASLD, the proposed application for annexation has been placed on hold until after the General Plan update is completed.



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## **SOUTH AREA**

**State Trust Land / SR 260:** The 260 Gateway Growth Area is composed of 758 acres of State Trust land that is located west of State Route 260 and south and west of portions of Verde Village. The property is mostly surrounded by developed residential areas to the west, north and east. Access to the area from SR 260 would need to be coordinated with ADOT. Secondary access would be from Old Highway 279. The General Plan establishes a planned development (PLD) use classification for the State Land properties.

**Commercial Core:** Approximately 48 acres of undeveloped property is located along a strip east of SR 260 and south of Fir Street. There are a number of small and medium parcels owned by several property owners. There are some unique issues with several of the properties, including proximity to more intensive heavy commercial and storage uses, and lack of highway frontage. If the owners worked together, these properties could be master planned as a coordinated development area with shared access and infrastructure development. The benefits of assembling properties and master planning the area could include more efficient access, increased screening and buffering with existing uses, integration of major wash features, and creation of sufficient area to design and build an attractive, mixed-use, compact development with commercial and residential uses. Without coordinated planning, it is likely that individual parcel development will occur here over a number of years.

## **WEST AREA**

**West Side:** West of the airport there is almost 500 acres of private ranch land that potentially could be suitable for planned community development or other development options. The property is located west of a growing industrial area; however, the elevation on the hillsides rises higher and provides outstanding views across the Verde Valley. The area is to the side of the airport and mainly outside of the flight path for aircraft. Construction standards for buildings in this area can also include “sound attenuation” measures to ensure any potential noise from airport activities is mitigated. Some of the area backing up to the National Forest has steep slopes and there is a major wash cutting through the property which suggests there could be opportunities for more innovative planning that would protect these valued resources. The property shares a boundary with the Prescott National Forest and there may be opportunities to collaborate with the Forest Service on the development of trail access. The property is currently zoned Agricultural Residential (AR-70, AR-43) but could be suitable for planned development.

**Airport Master Plan Area:** Both the east and west sides of the airport include areas suitable for potential industrial/commercial development, as per the Cottonwood Municipal Airport Master Plan. This may not meet the definition of a “growth area,” as per State Statute in terms of residential development but it is worth noting in terms of the overall planning of the area, as this area will influence any future use of nearby lands. Residential development could potentially occur in the area along the west side of the city boundary, so Airport planning to the west of the runways needs to consider potential future development of the surrounding lands.



## **NORTH AREA:**

**Pine Shadows and On the Greens:** The future expansion plans for the manufactured home parks indicate room for additional growth. Support should be provided for any proposed modifications to the development plans that add innovative, community-oriented design features, such as pedestrian walkways, bikeway features, and neighborhood parks. Groseta Ranch Road will provide an east-west connection between SR 89A and North Main Street near Old Town.

**Groseta Ranch:** The Groseta Ranch property located along the north-east side of SR 89A between Verde Heights Drive and Pine Shadows includes about 144 acres that could be developed with a mix of commercial and residential. This property is identified in the General Plan as a prime example of a Growth Area as described in State Statutes. PAD Zoning was previously approved for this property but no development occurred in association with the zoning.

**Clemenceau:** A 30-acre portion of the old Clemenceau town site is located northwest of Willard Street and Mingus Avenue. The acreage backs up to Del Monte Wash and is across the street from the Clemenceau Museum and Cottonwood Elementary School. This area provides opportunities for infill and redevelopment. A more intensive, pedestrian-oriented, mixed-use type of infill development could be highly suitable here; however, such development needs to be carefully designed to fit into the surrounding area in a compatible manner. Improved pedestrian/bicycle connection to Old Town, including a direct link across Del Monte wash, should be included as a key part of the redevelopment of this site.

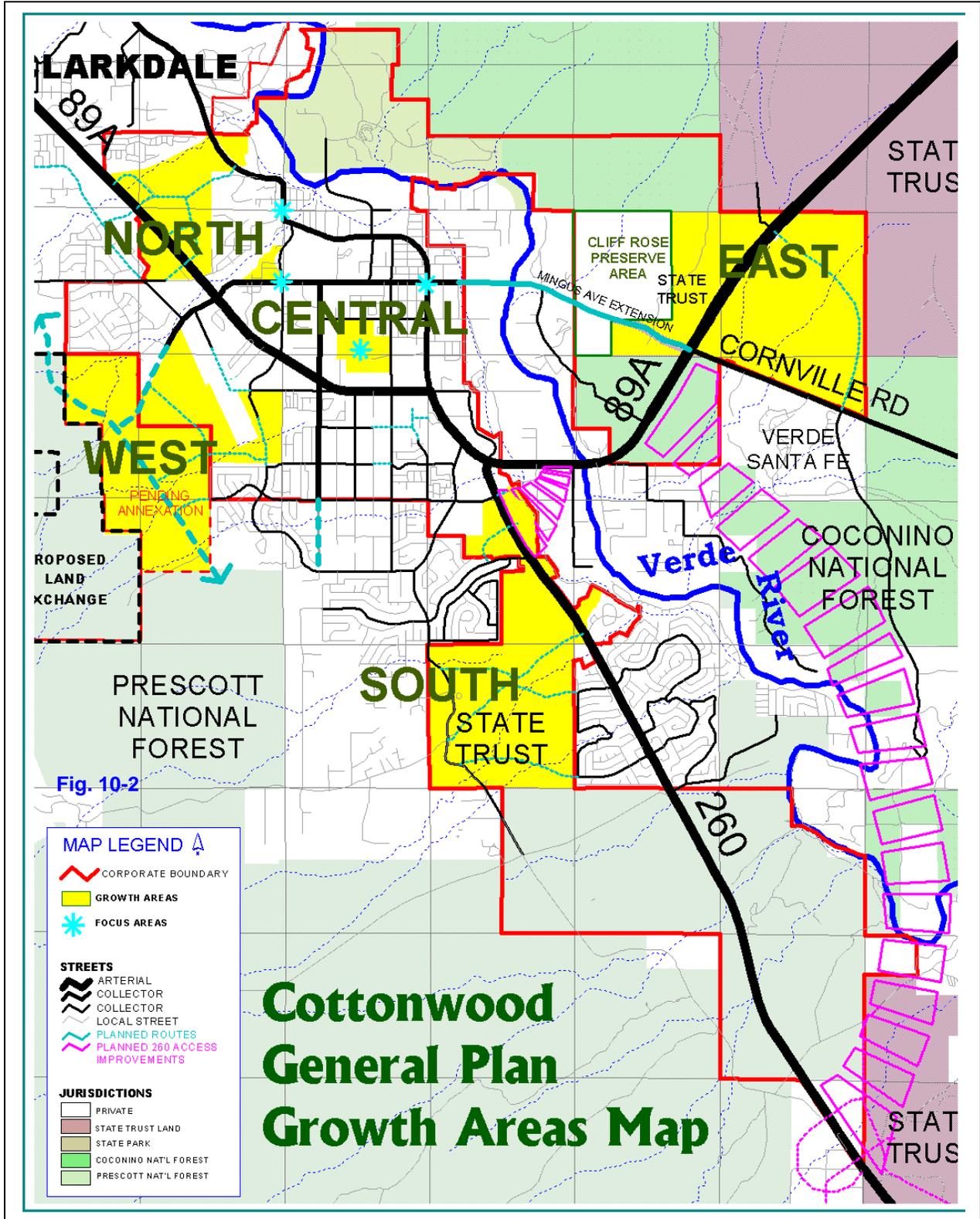
## **CENTRAL AREA**

**Fairgrounds / Central Area:** Between 1917 and 1939, the United Verde copper smelter plant and associated uses developed by Jimmy “Rawhide” Douglas were located in the area generally between Willard Street and the Fairgrounds site. The smelter was used to process ore from the Jerome mines to produce copper. Slag is a by-product of the copper smelting process that is comprised of waste material separated from the molten copper. For 20 years, slag was poured off the top of the crucible resulting in a small mountain of rough black rock, which is located directly west of the Verde Valley Fairgrounds between North 6<sup>th</sup> Street and North 12<sup>th</sup> Street.

A private business has been planning to develop a processing operation to remove the slag pile material, which will be crushed and bagged for use as industrial abrasives and other commercial uses. The site, which covers about 74 acres, is centrally located within the city and surrounded by a variety of uses, including single family, multi-family, commercial, industrial and community facilities. The planned removal of the slag pile could take 20 years or more to complete; however, once the slag pile is removed, the property will become a prime candidate for development with other uses. It could continue with industrial type uses; however, there are other possible future uses, including a mix of additional community facilities, multi-unit housing and/or recreational uses. In 20 years, when the processing operation is completed, the site could be restored and redeveloped as a mixed-use town center with attractive housing, commercial uses and pedestrian oriented streets linking to the surrounding area.



# 2003 General Plan Exhibit: to be updated.





## **G. GOALS AND OBJECTIVES – Growth Area**

### **GOAL 6-1 SUPPORT MANAGED AND ORDERLY GROWTH THAT CONSERVES RESOURCES, REDUCES AUTO DEPENDENCY AND PROVIDES FOR COST EFFECTIVE INFRASTRUCTURE.**

- Objective 6-1. A** Support mixed use development in growth areas where infrastructure is existing or extension of infrastructure is practical and cost effective.
- Objective 6-1. B** Establish area plans that identify development needs and help to coordinate infrastructure planning for growth areas, including potential infill sites.
- Objective 6-1. C** Continue to monitor development demand and land availability as a means to guide sub-area planning.
- Objective 6-1. D** Coordinate planning of State Trust Lands with the State Land Department and surrounding jurisdictions.
- Objective 6-1. E** Develop incentives that encourage infill development based on compact, mixed use, multi-modal design. Support redevelopment of existing developed areas with similar innovative design and planning.
- Objective 6-1. F** Ensure consistency between the Growth Area, Open Space, Land Use, Circulation and other general plan elements.

### **GOAL 6-2 COORDINATE OPEN SPACE DESIGNATION IN GROWTH AREAS WITH INTERCONNECTED AREAS OUTSIDE THE GROWTH AREA'S BOUNDARIES.**

- Objective 6-2. A** Continue involvement with and support for regional multi-agency planning involving local, state and federal land management agencies.
- Objective 6-2. B** Participate in the advance planning of State Trust lands.
- Objective 6-2. C** Designate State Trust lands as Planned Development areas for the proposed Land Use Plan.
- Objective 6-2. D** Participate in the review process for Prescott and Coconino National Forest management plans and related regional recreation and land use planning efforts so as to ensure proposed development projects in the City are planned in a compatible manner.

### **GOAL 6-3 COORDINATE INFRASTRUCTURE PLANNING AND FUNDING WITH RELATED PUBLIC AND PRIVATE DEVELOPMENT ACTIVITY.**

- Objective 6-3. A** Coordinate needed public improvements, including transportation, water, sewer and drainage, through the City's Capital Improvements Plan.
- Objective 6-3. B** Continue to investigate and pursue grant opportunities and other funding strategies that support ongoing infrastructure improvements related to growth and development.



**GOAL 6-4 ENSURE THAT PLANNING FOR STATE TRUST LANDS WITHIN THE CITY AND ANY PROPOSED FOR ANNEXATION ARE COORDINATED WITH THE ARIZONA STATE LAND DEPARTMENT SO AS TO ACHIEVE A MUTUALLY BENEFICIAL OUTCOME.**

- Objective 6-4. A** Ensure there is an open public planning process to guide the vision and future use of State Trust Lands.
- Objective 6-4. B** Encourage residential development to include a variety of distinctive neighborhoods oriented around unique village centers and offering a choice of housing types, sizes and designs.
- Objective 6-4. C** Encourage residential development that provides opportunities for a variety of income levels, including affordable workforce housing.
- Objective 6-4. D** Provide continuous open space corridors directly along major highways so as to maintain an attractive visual corridor, such as along each side of the State Trust Lands abutting State Route 89A.
- Objective 6-4. E** Preserve unique and sensitive lands as open space so as to protect wildlife, scenic views, watershed values and economic investment in a manner that balances conservation of the natural environment with land development.
- Objective 6-4. F** Identify and protect key wildlife corridors so as to mitigate corridor and habitat fragmentation.
- Objective 6-4. G** Encourage the protection of steep slopes and hillsides, ridgelines, significant mountainous areas, wildlife habitat, and washes and riparian areas.



# 7. ENVIRONMENTAL PLANNING

## A. INTRODUCTION

The Environmental Planning Element is intended to examine environmental issues and address the anticipated effects on air quality, water quality and natural resources associated with proposed development. Cottonwood recognizes there is a need to support a sustainable way of life that safeguards our natural resources and ensures a safe environment for our residents and visitors. Cottonwood is committed to encouraging development that preserves its physical and cultural environments and to taking a balanced approach to maintaining a healthy, safe, clean environment.

The Environmental Planning Element encourages development standards that address preservation of air and water quality, maintenance of soils and slopes, and other natural resources. The General Plan addresses environmental and economic sustainability by encouraging focused infill development in proximity to existing infrastructure and transportation systems. Aside from reducing costs for infrastructure, focused and efficient infill development provides a scale of development which better enables pedestrian and bicycle-friendly environments and sets up opportunities for preserving open space areas and scenic views.

## B. LEGISLATIVE REQUIREMENTS

Arizona Revised Statutes (A.R.S. § 9-461.05.3) specifies that a general plan must have an “Environmental Planning Element that contains analysis, policies and strategies to address anticipated effects, if any, of plan elements on air quality, water quality and natural resources associated with proposed development under the general plan. The policies and strategies to be developed under this element shall be designed to have community-wide applicability and shall not require the production of an additional environmental impact statement or similar analysis beyond the requirements of state and federal law.”

The Environmental Planning Element identifies:

- The existing physical conditions of air quality, surface water quality and natural resources and how those physical elements have contributed to the positive and healthy quality of life in Cottonwood.
- Recognition that development and population growth is likely to continue and implementation of appropriate environmental preservation measures will have a positive impact on the quality of life and community sustainability.
- Strategies to overcome pollution, noise, erosion, urban heat island effects, adverse air quality and sub-standard water quality.
- Goals and Objectives to ensure a balanced approach for protecting the environment as development occurs and continuance of a safe and healthy environment with regards to air quality, water quality and natural resources.



## **C. KEY ISSUES**

### **1. Regional Environmental Planning.**

The General Plan acknowledges that Cottonwood exists as part of a larger regional community in the Verde Valley. These communities share many environmental interests, particularly with regard to air and water quality, land conservation, open space, scenic view areas, and other issues of environmental sensitivity. It is therefore essential that these communities work together to cooperatively identify environmental issues and to develop recommendations and programs that address the issues.

### **2. Air Quality.**

Although the local air quality is generally good, the region is subject to occasional inversions similar to other valleys in the State. In addition, as the population increases, there will be an increase in air quality impacts from vehicle exhaust, wood stoves, driving on dirt roads, construction activity, industrial uses and general activity. Policies and programs to protect air quality should be in place before negative impacts develop.

### **3. Water Quality.**

Activities that may have a negative impact on water quality are not always obvious to see. The use of septic systems for household wastewater disposal, runoff from streets and properties, agricultural and landscape runoff, and general dumping of hazardous household waste products into the municipal sewer system can all contribute to negative impacts on local water sources. Education and alternatives are important parts of a program to ensure water quality for future generations.

### **4. Natural Resources.**

Protection of natural systems is a key goal. Thriving plant communities, healthy wildlife and associated habitat, stable soil structure, fresh air, clean water, a free flowing river and abundant natural resources are desired for the benefit of all. A healthy environment is essential for a healthy prosperous economy.

### **5. Recycling and Resource Recovery.**

Reduction of waste and re-use of resources helps the environment, saves money, creates more jobs and is essential for long-term sustainability of environmental and economic systems.

### **6. Energy Conservation.**

Energy is produced and used in many ways so conservation strategies need to be developed to cover the range of energy uses. Building design, land use decisions, transportation choices, electric generation, and many of the products we use throughout the day all have some relationship to the use of energy. Choices that are made in how we design and use things have an impact on the amount of energy that is required.

### **7. Sustainability Goals.**

The General Plan encourages the continued development of environmentally sensitive codes and planned development which accomplishes further environmental objectives. Updates to the Zoning Ordinance, City Code and Building Codes are recommended to stay up to date and to take advantage of the best opportunities to ensure clean and abundant air, water and natural resources.



## **D. ENVIRONMENTAL PLANNING**

The Environmental Planning Element consists of five major categories, including:

1. Air Quality
2. Water Quality
3. Natural Resources
4. Recycling and Resource Recovery
5. Energy Conservation

### **I. AIR QUALITY.**

Air pollution sources tend to increase with population growth and development. In order to ensure that clean air is maintained for future generations, there is a need to enact policies and programs early in the process to address the sources of such impacts. Increased number of vehicles, unpaved roads and parking lots, old-style wood burning stoves, general construction activities, and various commercial and industrial uses contribute to air quality issues.

Poor air quality can contribute to significant health problems and premature death. Additionally, air pollution is associated with a range of environmental and economic impacts. Burning of fuels from automobiles and industrial sources contributes to a range of air pollutants, including carbon monoxide, ozone, sulfur dioxide, nitrogen dioxide and lead. Airborne particulate matter whose aerodynamic size is less than ten micrometers (PM10) can be caused by a combination of natural wind borne dust, smoke from various sources, vehicle travel on dirt roads and unpaved parking lots, construction activity, agricultural uses and general vehicle use.

As Cottonwood and the region continue to grow, the expectation for good, clean air will become increasingly at risk. Land use planning that encourages mixed use and planned developments can result in fewer automobile trips and a reduction in vehicle emissions. Development strategies that encourage walking, bicycling and transit use also can result in lower automobile emissions. Policies that require paved roads and parking lots in association with new development will address significant air quality concerns associated with dust and particulate matter.

As there is a direct correlation between vehicle emissions and automobile traffic, the General Plan policies encourage focused, infill, planned development that includes a mix of basic uses in relatively close proximity to one and other. Such land use policies can help reduce the number and overall distance of local vehicle trips by supporting alternative modes of transportation. Much of the dust that is generated in the Verde Valley area is the result of construction activity, unpaved roads and general traffic levels. The City can address those impacts with additional surfacing requirements, adding more detailed review criteria for grading plans for developments, and requiring and enforcing watering of active construction sites with reclaimed water during dry periods.



## 2. WATER QUALITY.

Cottonwood's water supply meets both state and federal water quality standards. Water suppliers test water quality as required by the Arizona Department of Environmental Quality and the federal Environmental Protection Agency. Since 2005, the water for the Cottonwood has been supplied by the City of Cottonwood municipal water system.

The City wastewater treatment system was recently expanded to about 1.5 million gallons per day. The reclaimed water from this facility represents a substantial resource for groundwater recharge. Some of the discharge is being used to support a riparian channel along Del Monte Wash draining towards the Verde River.

The Verde River Greenway is one of Arizona's few perennial stream channels and home to a variety of wildlife, associated habitats and a number of endangered species. The quality of the riparian environment can be impacted by pollutants carried by storm water discharge from nearby developed areas. The General Plan supports the establishment of undeveloped buffer zones of natural vegetation, along the riverside and adjacent to the major flood tributaries, which help to filter pollutants and protect these highly valued environments.

An ongoing problem with water quality in the Verde Valley is associated with elevated levels of nitrates. A significant source of this contamination is suspected to be associated with on-site septic systems used for treating household wastewater. Efforts to limit installation of septic systems primarily in unincorporated areas will assist in reducing groundwater nitrate contamination. Other sources of water pollution include non-point source pollution, such as run-off from streets and dumping of household toxic and automotive wastes. Programs to encourage alternative disposal of household toxic wastes will also assist in reducing water contamination.

- **Ground Water:** The local water source is mainly from the aquifer that underlies the upper Verde Valley area with other water located west of the Verde Fault along the Black Hills range from Chasm Creek to Jerome. Various formations contribute to the ground water source. Cottonwood is not in an "Active Water Management Area" (areas where a 100 year water supply must be assured for new development) but has been designated by the state to be in an "Adequacy Area" (an area with adequate water supply.)
- **Surface Water:** The Verde River Watershed is primarily comprised of runoff from the Mogollon Rim to the north and northeast. Fourteen separate sub-watersheds contribute to the Verde River flow and eight of these are upstream of Cottonwood. The surface flow of the river varies considerably due to irrigation diversion and high seasonal differences in evapotranspiration. Numerous studies and draft management plans have been completed for the Verde, but a definitive strategy for management has yet to be agreed upon by or adopted by a consensus of stakeholders or any local, state or federal agency.



### 3. NATURAL RESOURCES.

Natural resources found in the area include air quality, water quality and plant and wildlife species and their associated habitats. The Verde River Greenway, major washes, drainages and habitat areas define complex ecosystems that are home to many inter-related species of plants and animals. Land use policies that encourage preservation of natural areas in association with new development not only help to protect those natural areas but also provide a valuable amenity that adds value to the development. Cottonwood provides a unique small town character surrounded by a beautiful and wild natural environment. As development continues there are a number of programs that can help maintain these valued resources, including the following:

- **Urban Heat Island Effects:** Large parking lots and structures tend to absorb and re-radiate heat, causing localized increases in temperature. These impacts can be minimized with the use of trees planted within and around parking lots and buildings. Innovative parking lot design techniques capture rainwater runoff in scuppers to divert to side channels to use for irrigation of landscaping and trees.
- **Erosion and Drainage:** The arid environment features a fragile ecosystem and soils that are very prone to erosion and the effects of storm water runoff. Identification and preservation of natural washes and drainageways should be integrated with a stormwater management strategy.
- **Noise:** Peace and quiet in neighborhoods and homes is one of the most highly valued qualities consistently indicated by surveys. Enforcement of the City noise ordinance to reduce or eliminate nuisance noise will help protect these qualities.
- **Dark Skies:** Increased activities and outdoor lighting compete with starlit skies at night. The City's lighting code is based on a progressive model that is intended to allow adequate night time lighting and safety while minimizing unnecessary upward lighting of the sky.

### 4. RECYCLING AND RESOURCE RECOVERY.

Cottonwood residents depend on land resources outside of the region to provide waste disposal facilities. A refuse transfer station is located in Cottonwood for residents; however, the Greywolf Landfill disposal site is located close to \_\_\_\_\_ miles from Cottonwood off of SR 169 near Dewey-Humboldt. Moving the waste out of the region on a daily basis adds an increased cost for fuel, wear and tear on roadways, and labor costs. Participation in waste reduction and recycling programs can address regional interests in assuring adequate and affordable landfill capacity will be available in the future. Additionally, recycling programs support economic development through the promotion of secondary material markets, such as paper recycling mills and product manufacturing businesses. Although there may be additional up-front costs for the collection, processing and distribution of recycled waste materials, the secondary use of these materials can be cost-effective in terms of processing and remanufacturing. Over the long-term, recycling results in net job gain and net economic benefits.

- **Drop-Off Center:** The City of Cottonwood provides a location at N. Sixth Street north of SR 89A for a drop-off recycling facility. Residents can drop off various materials, including aluminum, steel cans, paper, cardboard, different color glass,
- **Electronic Recycling:** The City helps sponsor periodic events for residents to drop off old and obsolete electronic equipment and devices, such as computers, printers, televisions and similar items. Most electronic equipment includes metals, plastics and other valuable materials that can be recycled. In addition, many electronic devices include potentially toxic materials that would otherwise end in the landfill.



- **Household Hazardous Waste:** The City sponsors periodic household hazardous waste collection events. Many standard household products can be highly toxic when added to the mix of products flushed down drains or running off into washes and drainages. Besides a wide range of household cleaners, solvents and adhesives, this also includes various automotive products, paint, and building products.
- **Obsolete Pharmaceuticals:** There is a drop off box at the Public Safety Building for residents to drop off out of date or obsolete medicines. People typically throw out of date medicines in to their regular household trash or they flush them down the toilet. Unfortunately, neither of these options is safe. The waste water treatment process does entirely remove all the trace chemicals before the excess effluent is released.

## 5. ENERGY CONSERVATION.

Energy conservation saves money, reduces pollution at the source and results in a cleaner environment. Conservation programs can be applied to a number of issues, including electric power generation, heating and cooling of buildings, and transportation uses. The City can promote energy conservation through a range of programs, including retrofitting City buildings with improved insulation, energy efficient lighting, efficient cooling and heating technology, and the use of electronic smart controls to use energy more efficiently. In addition, the City can ensure new vehicles are fuel-efficient models, support recycling by purchasing recycled content products whenever possible, and ensure any new City buildings include energy-efficient designs that incorporate solar and natural climatic principles, such as site orientation and use of local materials. Land use policies can encourage new development to recognize and offer incentives for site development, building orientation and appropriate material use that take advantage of natural energy-efficient principles.

### Energy Conservation for Buildings:

There are numerous opportunities to conserve energy in the design of new buildings and through retrofitting existing buildings with energy-efficient technology and natural design techniques. Some of these techniques include:

- **Technology:** Weatherization programs that add insulation, control air flow and leakage, and upgrade windows can reduce summer cooling and winter heating needs. Replacing older lighting fixtures with energy efficient fixtures can reduce energy use and lower costs. Most of the local school districts, for example, have recently been taking advantage of state and federal programs by installing parking shade structures that include rooftop solar panels for electric generation.
- **Natural Design:** Taking advantage of natural lighting techniques in the design of buildings can significantly lower lighting needs in commercial buildings. Trees and landscape planting on the south and west sides of buildings has been shown to reduce summer cooling costs by as much as 40% in this climate. Shading over windows can be designed to allow the lower winter sun to reach windows to provide warmth when needed while the higher summer sun is blocked from adding unwanted heat.
- **Codes and Policies:** City building codes should be reviewed to identify opportunities to encourage “green development” and more energy efficient forms of construction. Government offices, schools, hospitals, and larger institutional uses have an opportunity to incorporate alternative energy sources into their facilities. Doing so helps to set an example and encourage use of renewable energy sources and efficient design throughout the community.



## **E. GOALS AND OBJECTIVES – Environmental Planning**

### **GOAL F-1 PROVIDE A SAFE AND SUSTAINABLE ENVIRONMENT FOR COTTONWOOD AND THE SURROUNDING COMMUNITY.**

- Objective F-1. A** Continue to work closely with regional groups, agencies, municipalities and other land jurisdictions to coordinate efforts to preserve natural resources in Cottonwood and throughout the Verde Valley.
- Objective F-1. B** Support sub-area planning to identify local environmental resource issues.
- Objective F-1. C** Ensure building codes allow and encourage sustainable development and energy efficient construction.
- Objective F-1. D** Ensure that proposed master planned communities and other planned development projects incorporate the highest standards for environmentally beneficial objectives.
- Objective F-1. E** Create educational programs, including information on the City web site, as well as brochures and printed materials that address environmental protection, mitigation measures, and conservation techniques for both residential and commercial properties.
- Objective F-1. F** Support comprehensive programs that include high level of air and water quality, household and commercial recycling, energy conservation and related public education.

### **GOAL F-2 ENCOURAGE PROGRAMS THAT MAINTAIN AND IMPROVE AIR QUALITY STANDARDS**

- Objective F-2. A** Continue to identify and address the issues that contribute to the degradation of air quality and work towards minimizing the issues before air pollution can become a problem.
- Objective F-2. B** Support efforts to pave or place an impervious compacted and/or sealed surface on unpaved roads, alleys, driveways and parking areas so as to control dust.
- Objective F-2. C** Ensure that dust control measures are enforced during construction and grading activities.
- Objective F-2. D** Ensure compliance with the landscaping regulations with regard to installation and maintenance of ground cover on undeveloped portions of development sites.
- Objective F-2. E** Encourage alternate modes of transportation as a means to reduce automobile trips through continued improvements to the city-wide pedestrian and bicycle route systems and continued support for the Cottonwood Area Transit (CAT) system.

### **GOAL F-3 SUPPORT PROGRAMS TO ENSURE THE HIGHEST POSSIBLE LEVEL OF WATER QUALITY AND WATER CONSERVATION PRACTICES.**

- Objective F-3. A** Develop and implement a comprehensive system-wide water conservation program.
- Objective F-3. B** Require water-conserving landscaping in new commercial developments, including native and adaptive trees, shrubs and groundcover.
- Objective F-3. C** Support development of the reclaimed water plant and promote the use of reclaimed water for open space, public recreation areas and other non-potable uses.
- Objective F-3. D** Support storm water use, rainwater harvesting and gray water use within existing and new developments.



**Objective F-3. E** Continue to protect and maintain the City’s excellent water quality by utilization of Best Management Practices, including controlling stormwater runoff from construction projects, educating the public on non-point pollution activities and other measures that reduce the potential to degrade surface and groundwater quality.

**GOAL F-4 SUPPORT PROGRAMS WHICH ENCOURAGE ENERGY EFFICIENCY.**

**Objective F-4. A** Develop building standards for energy conservation, including use of shade trees, building orientation, roof and building colors, architectural shading, use of wind or solar energy, re-claimed water, high efficiency appliances, the use of recycled materials, and natural daylighting techniques.

**Objective F-4. B** Perform energy audits and support upgrades to City buildings and facilities to improve energy conservation techniques and materials, including energy-efficient heating and cooling systems, energy-efficient lighting, building insulation, and technical control systems.

**Objective F-4. C** Develop a comprehensive plan to upgrade the energy efficiency of City fleet vehicles, including retrofitting existing vehicles where feasible, ensuring all new vehicles are fuel efficient models, and adjusting management operations where energy savings are indicated.

**GOAL F-6 ENCOURAGE AND SUPPORT PROJECTS WHICH MAINTAIN BALANCE BETWEEN THE NATURAL AND BUILT ENVIRONMENT.**

**Objective F-6. A** Explore better management of storm water runoff to reduce waste of potable water, enhance wildlife and reduce the impact of erosion.

**Objective F-6. B** Protect existing washes from pollution through educational programs that describe non-point pollution and related mitigation alternatives.

**Objective F-6. C** Review existing City Codes and Zoning regulations to encourage development that is sensitive to local topography including natural washes, native vegetation, steep hillsides, riparian corridors, view corridors and solar orientation.

**Objective F-6. D** Support citizen and volunteer groups that adopt major washes, open space areas and other natural areas for purposes of trash removal and beautification on regular basis.

**Objective F-6. E** Establish buffer zones adjacent to riparian areas and other critical wash corridors that help to preserve the integrity of the natural setting and serve to filter pollutants from stream channels.

**GOAL F-7 SUPPORT RECYCLING AND RESOURCE RECOVERY PROGRAMS.**

**Objective F-7. A** Support recycling programs by continuing to make space available for the material drop-off collection facilities and through on-going education programs.

**Objective F-7. B** Encourage economic development programs that support use of secondary materials in local businesses and development of new business that use or process recycled content materials and products.

**Objective F-7. C** Support a comprehensive recycling program for City of Cottonwood facilities and programs, including recycling drop-off stations for all City offices and facilities, formulas to support purchase of recycled materials and supplies for City uses, and policies to repair and reuse equipment where possible.

CITY OF COTTONWOOD BUILDING & ZONING SUMMARY REPORT  
2013 ACTIVITY REPORT FOR THE MONTH OF MARCH

USE	CODE	CURRENT MONTH		LY SAME MONTH		LAST FY TO DATE		THIS FY TO DATE	
		#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION
<b>SINGLE FAM RES:</b>									
DETACHED	101	4	741,207.80	3	448,167.70	21	3,099,414.67	43	6,674,908.39
ATTACHED	102			0	0.00	0	0.00	0	0.00
<b>MULTI FAM RES:</b>									
2 FAMILY	103			0	0.00	0	0.00	0	0.00
3-4 FAMILY	104			0	0.00	0	0.00	0	0.00
5 OR MORE	105			0	0.00	0	0.00	0	0.00
MOBILE HOMES	112	2	95,000.00	0	0.00	5	167,515.97	12	377,915.97
NEW RESIDENTIAL	213			0	0.00	1	374,247.00	1	374,247.00
NON HSKPNG RES	214			0	0.00	0	0.00	0	0.00
<b>NEW NON-RES BLDG</b>									
AMMUS/SOCIAL/REC	318			0	0.00	0	0.00	0	0.00
CHURCH/RELIGIOUS	319			0	0.00	1	502,218.40	3	1,029,274.40
INDUSTRIAL	320			0	0.00	0	0.00	0	0.00
PARKING GARAGES	321			0	0.00	0	0.00	0	0.00
SVC STA/REP GAR	322			0	0.00	0	0.00	1	33,228.20
HOSPITAL/INSTITU	323			0	0.00	0	0.00	0	0.00
OFFIC/BANK/PROF	324			0	0.00	2	649,450.00	4	758,250.00
PUB WORKS/UTILITY	325			0	0.00	0	0.00	0	0.00
SCHOOL/OTHER EDU	326			0	0.00	0	0.00	0	0.00
STORE/CUST SERVICE	327	1	40,000.00	0	0.00	4	502,140.00	8	2,089,296.70
OTHER NON-RES BLG	328	1	3,154.00	0	0.00	0	0.00	2	3,954.00
STRUCT-NON-BLDG	329			1	6,108.80	5	35,151.20	12	81,296.20
SPECIAL RES INSTAL	430	17	296,074.00	12	69,242.40	161	1,205,770.20	307	2,985,659.70
RESIDENTIAL SEWER	430A			1	500.00	25	44,500.00	37	61,970.00
<b>ADD'S/ALT NON-RES</b>									
HOUSEKEEP/ADD	433			0	0.00	0	0.00	0	0.00
HOUSEKEEP/NO CHG	434			1	25,574.00	9	243,739.70	19	409,640.80
HOUSEKEEP/DECRES	435			0	0.00	0	0.00	0	0.00
SPEC COMM'L INSTAL	436	6	56,900.00	7	25,450.00	128	2,972,911.15	184	4,785,830.15
COMMERCIAL SEWER	436A			0	0.00	1	500.00	1	500.00
ADDS/ALT NON-RES	437			0	0.00	1	25,843.20	1	25,843.20
GARAGE/CARPRT RES	438	4	52,782.00	0	0.00	11	355,650.40	27	757,227.60
CONVERSIONS	540			0	0.00	0	0.00	0	0.00
	541			0	0.00	0	0.00	0	0.00
<b>DEMOLITONS</b>									
RESIDENTIAL	645			0	0.00	4	6,700.00	8	12,600.00
ALL OTHER	649			0	0.00	4	5,800.00	8	54,900.00
GRADING	700			0	0.00	2	32,000.00	6	96,000.00
<b>TOTALS</b>		<b>35</b>	<b>1,285,117.80</b>	<b>25</b>	<b>575,042.90</b>	<b>385</b>	<b>10,223,551.89</b>	<b>684</b>	<b>20,612,542.31</b>
<b>FEES</b>									
CONST PERMITS (REG)		29	10,467.55	24	5,726.30	422	93,591.67	665	159,234.54
CONST PERMITS (SWR)				0	0.00	0	0.00	0	0.00
PLAN CHECKS		12	5,769.86	6	3,012.35	150	51,071.03	246	89,315.58
DRB				0	0.00	3	750.00	5	1,250.00
SIGNS		6	200.00	6	250.00	106	5,325.00	174	8,075.00
MAPS				0	0.00	4	120.00	5	145.00
ZONE MAP CHANGES				0	0.00	0	0.00	2	6,515.00
ZONING ORDINANCES				0	0.00	0	0.00	0	0.00
CPU'S/VARIANCE				1	90.00	8	1,590.00	14	3,430.00
OTHER		2	100.00	4	155.00	71	5,791.25	125	8,609.00
FIRE DEPT PLAN CHECK		8	240.00	6	180.00	108	2,340.00	161	3,820.00
ENG PLAN CHECK				0	0.00	8	8,120.00	9	9,120.00
ENGINR INSPECT FEE				0	0.00	11	8,240.00	12	10,240.00
<b>TOTALS</b>		<b>57</b>	<b>16,777.41</b>	<b>47</b>	<b>9,413.65</b>	<b>891</b>	<b>176,938.95</b>	<b>1418</b>	<b>299,754.12</b>