

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Regular Meeting
Held, January 26, 2015, at 6:00 P.M. at the City Council Chambers
826 N. Main St. – Cottonwood, Arizona

CALL TO ORDER & ROLL CALL

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

Planning & Zoning Commission Members Present

Chairman Ed Kiyler	Robert Williams	Philip Rosen
Judd Wasden	Jean Wilder	Ray Cox
Suzanne Poslaiko		

Staff Members Present

Berrin Nejad, Community Development Director
Scott Ellis, Community Development Planner
Christina Papa, Administrative Coordinator, Recorder

APPROVAL OF MINUTES OF DECEMBER 15, 2014-REGULAR MEETING

Motion: *To approve the minutes of 12/15/2014-regular meeting*

Made by: *Commissioner Williams*

Second: *Commissioner Poslaiko*

Vote: *Unanimous*

ELECTION OF CHAIR AND VICE CHAIR

Open to floor for nominations of Chair, Commissioner Kiyler was nominated.

Motion: *To appoint Commissioner Kiyler Chair of Planning & Zoning*

Made by: *Commissioner Wasden*

Second: *Commissioner Williams*

Vote: *Unanimous*

Open to floor for nominations of Vice Chair, Commissioner Williams was nominated.

Motion: *To appoint Commissioner Williams Vice Chair of Planning & Zoning*

Made by: *Commissioner Wasden*

Second: *Commissioner Rosen*

Vote: *Unanimous*

CALL TO THE PUBLIC (NONE)

UNFINISHED BUSINESS

1. **Z 13-022- SKYLINE APARTMENTS** –Update from the applicant of the Consideration of a rezoning on three (3) parcels from Single Family Residential (R-1), Single Family Residential/Multifamily (R-2), Multiple Family Residential (R-3), and Light Commercial (C-1) to Planned Area Development (PAD). PAD is required in order to convert existing apartments to condominiums and build additional condominiums in the future as housing market demands on 5.78 acres, located between 16th and Main Streets. APN: 406-06-364G, 406-06-029M, and 406-04-040. Address: 840 & 842 S. Main St. Owner: Skyline Apartments, LLC & Seabourn, LLC. Agent: Tom Pender.

The applicant expressed that he would like to come back to the commission in March of 2015 to present changes that the commission wanted.

NEW BUSINESS

1. **RCU 14-001- ZONACARE MMJ CULTIVATION CENTER** –Review of a Conditional Use Permit to operate a state licensed medical marijuana cultivation center in a I-2 (Heavy Industrial) zoned property located at 300 East Cherry Street. APN 406-42-105Q. Address: 300 E. Cherry Street. Owner: Benny G. Grosz. Agent: Ted Downing. Below is Ellis’s report:

Background: The Planning & Zoning Commission first reviewed this project in January 2014 and approved a conditional use permit subject to the following stipulations:

1. The project is developed in conformance with the site plan submitted 01/08/2014.
2. The project conforms to code review comments dated 01/06/2014.
3. The permit is to be reviewed in one (1) year (January 2015) by the Commission.

Investigation: A site inspection was performed on January 8, 2015 and no adverse issues were found on the property. Staff has not received any complaints/comments from the public regarding this use.

RECOMMENDATION: Staff recommends renewal of this use permit with a review time limit to be decided by the commission.

Chairman Kiyler asked staff if all conditions were met for this project. Staff responded that they had met all conditions. The applicant asked for a longer review period on this project or to make it a permanent condition. Commissioner Wasden mentioned that he favors a one year review, Commissioner Poslaiko agreed with the one year review. Vice-

Chair Williams asked if there were any conflicts with the new brewery that is located there. Staff mentioned that there have not been, as well as the applicant. Chairman Kiyler also favored a one year review.

Motion: *Recommend the renewal of this use permit with a one year review January 2016.*

Made by: *Commissioner Williams*

Second: *Commissioner Rosen*

Vote: *Unanimous*

2. **RCU 14-002- SYCAMORE SQUARE-** Review of a Conditional Use Permit to allow RV storage in a C-2 (Heavy Commercial) zoned property located at 1329 E. State Route 89A. APN 406-06-028G. Address: 1329 E. State Route 89A. Owner: Peterson Revocable Family Trust. Agent: Dan Peterson. Below is Ellis's Report:

Background: The Planning & Zoning Commission first reviewed this project in January 2014 and approved a conditional use permit subject to the following stipulations:

1. The project is developed in conformance with the site plans submitted 12/26/13.
2. The project conforms to Code Review Board comments dated 01/08/2014.
3. The portion of fencing that can be seen from State Route 89A have slats installed to screen the storage area from street view.
4. A maximum of twenty-six (26) parking stalls are allowed for RV, boat, trailer storage. Approval from the Planning & Zoning Commission is required for more than 26 spaces.
5. All outdoor lighting meets Section 408 (Lighting Code) of the Cottonwood Zoning Ordinance.
6. This permit is to be reviewed in one (1) year (January 2015) by the Commission.

Investigation: A site inspection was performed on January 8, 2015 and no adverse issues were found on the property. Staff has not received any complaints/comments from the public regarding this use.

RECOMMENDATION: Staff recommends renewal of this use permit with a review time limit to be decided by the commission.

Commissioner Cox mentioned that everything was completed, no complaints and it seems to be working out well. Commissioner Wasden thanked the applicant for coming in and doing what was asked by the commission, was comfortable with a two year review.

Motion: *A maximum of twenty-six (26) parking stalls are allowed for RV, boat, and trailer storage. All outdoor lighting meets Section 408 (Lighting Code) of the Cottonwood Zoning Ordinance. This permit is to be reviewed in two (2) years (January 2017) by the Commission.*

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

3. **RCU 13-023- SONORA TAQUERIA-** Review of a Conditional Use Permit approved in October 2013 for the placement of a mobile food truck located in a C-2 (Heavy Commercial) zone at the corner of Zalesky Road and 89A. The site is located on the property of Rio Verde RV Park. APN 406-07-011C. Address: 3420 E. State Route 89A. Owner: Joy Kim. Agent: Sergio Tadeo. Below is Ellis's Report:

Background: The Planning & Zoning Commission first reviewed this project in October 2013 and again in January 2014 to modify stipulations of the permit. The commission approved a Conditional Use Permit with the following stipulations:

1. The proposal is to be reviewed in one year (January 2015).

Investigation: A site inspection was performed on January 8, 2015 and no adverse issues were found on the property where the food truck is located. Staff has not received any complaints/comments from the public regarding this use.

RECOMMENDATION: Staff recommends renewal of this use permit with a review time limit to be decided by the commission.

Commissioner Poslaiko asked what would change if Council approves the Mobile Food Vendor Ordinance. Staff said if that happened then this would not come back for a review as the use would be permitted. Chairman Kiyler would like to have a two (2) year review.

Motion: *This permit be reviewed in two (2) years January 2017.*

Made by: *Commissioner Williams*
Second: *Commissioner Wasden*
Vote: *Unanimous*

4. **DR 15-001- COFFEE KIOSK-** Design Review approval for placement of a coffee kiosk, to be located in the Food City parking lot in a C-1 (Light Commercial) zone which allows for the sale of food and beverage products. Address: 1419 E. State Route 89A. Owner: Verde Valley Plaza LLC. Applicant: Raymond Ogden. Below is Ellis's Report:

PROJECT DATA AND FACTS:

Property Owner	Verde Valley Plaza L.L.C.
Agent/Representative	Raymond Ogden
Location of Property	1419 E. State Route 89A

Present Zoning and Land Use	C-1 (Light Commercial), retail establishment
Description of Applicant's Request	Design Review approval to place a free standing structure to be used as a coffee kiosk to serve customers.

LAND USE:

Description and Character of Surrounding Area
The site is on the north side of the Food City parking lot which is located on the southwest corner of SR 89A and Main Street. It is bordered by C-2 (Heavy Commercial) to the west with a retail building, to the south by a PAD (Planned Area Development) with multi-family residential duplexes, C-1 (Light Commercial) on the east (across Main Street) with Safeway Shopping Center and 2 banks, C-2 (Heavy Commercial) across 89A to the north with a used car lot.

PROJECT PROPOSAL:

Background
The applicant has purchased a free-standing kiosk to be used for brewing and serving coffee and bagels. This structure was approved for operation at this same location in 2005, however at some point the business closed and the kiosk was removed from the site. The applicant would like to place the structure in the same area and revive this business at this location.
The proposed use is in accordance with Commercial uses in this area. It also meets the requirements of the C-1 (Light Commercial) zoning designation, which allows food and beverage service as a permitted use.

Structure Design

Number and Proposed Use of Building	1 Main structure to be used for serving coffee.
Number of Stories	1
Square Footage	~75

Parking:

The structure will take up approximately four (4) existing parking spaces on the north end of the parking lot and parking stalls will remain on both sides of the structure for customers. No additional parking requirements are needed.

Lighting:

Applicant will ensure compliance with Section 408 of the City of Cottonwood Zoning Ordinance Outdoor Lighting Code and will meet all Dark Sky regulations.

Signage:

Signs will be vinyl adhesive and the applicant would like to place them on all 4 sides of the building.

Access:

Access to the parking lot is available via two ingress/egress locations off State Route 89A and two ingress/egress locations off Main Street. The location of the structure and adjoining parking spaces will not create any access issues into the parking lot. The use of four parking spaces for the structure will not negatively impact parking for other tenants in the shopping center.

Landscape Plans:

Proposed site is an existing parking lot and there will be no place for landscaping therefore, no landscape plans are proposed for this structure and location.

Utilities:

All utilities are currently available to the site and no issues exist.

Architecture, Materials, Colors:

The structure is made of an aluminum alloy frame which is painted white. An awning is attached to the top of the structure and will be a forest green color.

CRB Review:

This project was reviewed by the Code Review Board on December 9, 2014 and the applicant has met all of the requirements from staff.

RECOMMENDATION:

Staff has reviewed this project and finds it fits within the Cottonwood zoning requirements for this location. Staff would like to suggest the following stipulations:

1. That the project is developed in conformance with the site plans submitted 12/19/14 and as may be further modified by the Planning Commission.
2. That the project conforms to Code Review Board comments dated 12/12/14.

Vice-chair Willaims asked staff if they can move this around the parking lot or if it would remain in one spot. Staff responded that they would not be able to move it around the parking lot. Commissioner Wasden asked about outside lighting, and if there was any. Applicant mentioned that there would be no additional lighting aside from what was inside the kiosk. Chairman Kiyler asked what the proposed hours of operation were going to be. Applicant responded 6:00 am-6:00 pm. Overall the commission likes the kiosk and hopes that they do well.

Motion: *The project is developed in conformance with the site plans submitted 12/19/2014 and as may be further modified by the Planning Commission. The project conforms to Code Review Board comments dated 12/12/2014.*

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

5. **DR 15-002- OLD TOWN DENTAL-** Design Review approval for construction of a dental office to be located at 542 N. Main Street, zoned C-1 (Light Commercial). APN 406-37-166A & 406-67-166B Address: 542 N. Main Street. Owner: Jeffery Blair. Applicant: Bob Backus. Below is Ellis's Report:

PROJECT DATA AND FACTS:

Property Owner	Jeffery Blair
Applicant/Representative	Bob Backus
Location of Property	542 N. Main Street
Present Zoning and Land Use	C-1 (Light Commercial) currently occupied with a vacant building.
Description of Applicant's Request	Construction of a 1,605 square foot, two story dental office.

LAND USE:

Description and Character of Surrounding Area
The site is on the west side of N. Main Street, on the corner of N. 14 th Street and E. Graham Street. The site currently has a vacant building on it.
North (across Main Street): Multi-tenant/various businesses – C-1 (Light Commercial)
East (across Main Street): Multi-tenant/various businesses – C-1 (Light Commercial)
South: Residential houses – C-1 (Light Commercial)
West: Automotive repair facility – C-1 (Light Commercial)

PROJECT PROPOSAL:

Background
<p>The project site currently has a vacant building on it most recently used as a political meeting location. The applicant would like to remove the existing building to construct a new two-story building for use as a dental office. The exterior will receive new landscaping with some of the existing landscaping to remain. New sidewalks, curb, and gutter will be installed around the property.</p> <p>The proposed use is in accordance with Commercial uses in this area. It also meets the requirements of the C-1 (Light Commercial) zoning designation, which allows dental offices and clinics as a permitted use.</p>

Site Design

Land Use	
Percentage of site devoted to building coverage	19%
Percentage of site devoted to driveways/hardscape	30%
Percentage of site devoted to landscaping	37%

Structure Design

Number and Proposed Use of Building	1 site built two-story building to be used as a dental office.
Number of Stories	2
Square Footage	1,605 (Main level) 563 (Upper level)

Parking:

A total of eight (8) parking spaces are required for this project. Due to the size of the property and setback requirements, the applicant will provide only the minimum number of parking spaces required. Eight (8) parking spaces will be provided, four (4) of which will be ADA spaces. The parking lot will be on the west side of the property off N. 14th Street.

Lighting:

Lighting will comply with Dark Sky regulations. Applicant has submitted lighting plans and lumen counts meeting all requirements.

Signage:

The applicant will install three (3) signs, all of which will be mounted on the exterior of the building. One sign will be on each side of the building with a street frontage; south, west, and north. The signs will not be illuminated.

Access:

Access is currently available off N. 14th Street and will remain in place for the new building.

Landscape Plans:

A complete landscaping plan has been submitted and reviewed by staff. Some of the existing landscaping will remain with new landscaping, shrubs, and trees to be added by the applicant.

Utilities:

All utilities are currently available to the property.

Architecture, Materials, Colors:

The building will have a stucco exterior with colors to blend with surrounding businesses.

CRB Review:

This project was reviewed by the Code Review Board on January 6, 2015 and applicant has already met most of the requirements from staff. Any remaining requirements by the Code Review Board and new requirements by the Planning & Zoning Commission will be met before building permits are issued.

RECOMMENDATION:

Staff has reviewed this project and finds it fits within the Cottonwood zoning requirements for this location. Staff would like to suggest the following stipulations:

3. That the project conforms to Code Review Board comments dated 01-13-15.
4. Any other stipulations the Planning & Zoning Commission deems necessary.

Commissioner Wasden wanted to know about what kind of outside lighting was planned for this project. Staff mentioned that the applicant provided staff with a lumen count and that they are well under the limit. Commissioner Cox mentioned some concerns that he had with the placement of the dumpster. Applicant and Staff mentioned that they expressed the same concerns, and that there will not be a dumpster placed at the site, instead they will have a couple of standard garbage cans. Commissioner Wilder liked the design of the project. Commissioner Poslaiko thought that this was a nice improvement to the area and it transitions well. Vice-chair Williams mentioned that if there were to be any modifications that the applicant is to work with staff, and hopes to see more of this kind of development in the future. Commissioners all thought that the visibility issues that were addressed by the applicant were well designed.

Motion: *The project is developed in conformance with the site plans submitted on 01/09/2015. The project conforms to Code Review Board comments*

dated 01/13/2015. The project landscape, if changed would be worked on with Staff. Lighting of any signs be approved by Staff.

Made by: Commissioner Williams
Second: Commissioner Rosen
Vote: Unanimous

UNFINISHED BUSINESS-NONE

DISCUSSION ITEMS/ INFORMATIONAL REPORTS AND UPDATES

There was a brief update/discussion in regards to the following, no action was taken, these were only for informational purposes.

1. Auto Sales lot landscaping
2. Lozano Impound Yard landscaping

ADJOURNMENT

Meeting adjourned at 7:36 p.m.

DRAFT