

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Work Session
Held, February 8, 2010, at 6:45 P.M. at the Council Chambers
826 N. Main Street – Cottonwood, Arizona

CALL TO ORDER & ROLL CALL

Chairman Kiyler called the meeting to order at 6:45 p.m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Ed Kiyler, Chairman	Richard Kevin	Judd Wasden
Diane Lovett, Vice Chair	Robert Williams	

Jake Gonzales and Raymond Cox are absent.

Staff Member Present

George Gehlert, Community Development Director	Wes Ballew, Planner
Charles Scully, Long Range Planner	
Renee George, Administrative Coordinator	

NEW BUSINESS

1. Discussion regarding Design Manual
2. Discussion regarding Special Area Planning
3. Discussion regarding possible Slope and Wash Ordinance

1. Discussion regarding Design Manual

Discussion opened with George Gehlert explaining criteria about writing a Design Review Manual for the city. George further explained design standards and the issues that Community Development is working with in regards to the different types of developments and various physical components as well as standards to set the stage and the character for certain areas of the city. This would give them better guidelines to give to the developers and also something more tangible for them to follow. Charles Scully put together a good summary of the basic general criteria regarding these standards.

Charles Scully presented information regarding the Design Review and what the city wide approach is on the design plan is broken down into sub-areas. We came up with sub-area plan, whether it is called speciality area planning or community area this is a very common way for people to plan their communities.

The General Plan is organized with 12 planning sub-areas which are land use areas they are as follows:

1. East Mingus & 89A
2. Old Town, parks, historic buildings
3. Main & Mingus, commercial and residential
4. Clemenceau area includes the hospital, medical facilities and commercial and residential area.
5. West 89A, corridor, gateway location.
6. West Side Planned Communities, Cottonwood Ranch, large amount of undeveloped land, Prescott National Forest.
7. Airport Industrial, /Cottonwood – Willard / Industrial should there be design standards and what should they be?
8. Village / Palisades, Verde Village, Verde Palisades.
9. 6th Street Industrial, parts of State Route 89A, 6th and 12th Streets, question should boundary lines be re-adjusted?
10. Commercial Core, area along Main Street, State Route 89A and 260, undeveloped land area across from Wal Mart.
11. Upper 260 Corridor includes state land property. There are a few vacant parcels along State Route 260.
12. Lower 260 Corridor, from the car dealers boundary, national forest property.

Charles stated that this is a breakdown of the sub-area and possible approaches to be considered, it would include going through a process of meeting with people in these neighborhoods setting up a workshop to address issues in their area and put together guidelines that can be put in the General Plan

Commissioner Wasden stated that this is a good idea, giving people the opportunity to have say in what the neighborhood area looks like. He questioned how long it might take to get people together to do this and in the meantime if a business came in to their area and wanted to open, would there be any guidelines? George stated there is a certain level of standards that can be assembled as a baseline to work from. The more local, district oriented standards will take longer and those would come from these plan area projects. One thing that we would like to get from the Commission, is what are your issues about the various area plans in the community? What looks good to you, what works for you, what doesn't work for you? As we move into the special area planning, the community area planning, what portions of the city should we focus on first? We may only get through primary portions of the city, some areas we may not get to, this will be a very involved project that will take time. Some areas will take longer than other areas. Commissioner Wasden stated that maybe the gateway areas, where people are coming into the city, should be well thought out.

Discussion only, no action taken.

2. Discussion regarding Special Area Planning

Where this is leading us to encompasses the next item of Special Area Planning project, which is a detailed process but it follows up with the City's General Plan, as we are looking at the re-development and re-adoption of the City's General Plan within a couple of years. This gives us a good opportunity to look at different portions of the city and put together some district standards as part of this design review manual.

These projects overlap each other and this evening Charles will be explaining the objectives and goals of this proposed manual. We hope to get some further suggestions from the Commission. The objective is to have a working manual for staff and commission to work from something that is more demonstrative than a zoning ordinance. This would be more effective, as part of the front end of the review process before we get into the code review business, it would be better to talk about the design elements and the architectural details.

Discussion only, no action taken.

3. Discussion regarding possible Slope and Wash Ordinance

The city needs a development plan for grading projects that the Design and Review Board could view and it would serve as a guide. Types of questions the manual would address would be what does it look like to cut into a slope? Would there be a spill over effect? It would be good to have a manual with set standards for the engineering staff to use. Discussion continued on preserving natural washes, which could be integrated into the plan(s) regarding specific grades. Tucson, Prescott and Sedona have good examples of engineering technicalities involving slopes and natural washes.

Discussion only, no action taken.

ADJOURNMENT

Chairperson Kiyler adjourned the Work Session at 7:40 p.m.