

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Regular Meeting
Held, February 22, 2016, 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 6:03 p. m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Chairman Ed Kiyler Ray Cox Thomas Narwid
Suzanne Poslaiko Jean Wilder

Planning & Zoning Commission Members Absent

Vice Chairman Robert Williams Judd Wasden

Staff Members Present

Berrin Nejad, Community Development Director
Scott Ellis, Community Development Planner
Charlie Scully, Community Development Planner
Tyler Roberts, Community Development Assistant Planner/Code Enforcement Coordinator
Christina Papa, Planning Technician, Recorder

APPROVAL OF MINUTES OF JANUARY 25, 2016-REGULAR MEETING

Motion: *To approve the minutes of 1/25/2016-regular meeting*

Made by: *Commissioner Poslaiko*

Second: *Commissioner Wilder*

Vote: *Unanimous*

CALL TO THE PUBLIC (NONE)

OLD BUSINESS

1. **PCU 16-001 TC EXCAVATING-** Consideration of a Conditional Use Permit to allow a construction storage yard for excavating equipment in a C-1 (Light Commercial) zoned property located at 121 S. 6th Street. APN 406-42-101D. Address: 232 S. 6th Street. Owner: B&B Revocable Trust. Agent: Krishna Genie. Below is Ellis's report:

The applicant has asked staff for an extension of this project to allow them time to meet with neighboring property owners to address any issues they may have with the proposed use. The applicant will attend the February 22, 2016 Commission meeting to provide an update and would like to request the commission table the project until the March 21, 2016 Commission meeting.

Motion: *To Table PCU 16-001 TC Excavating to the March 21, 2016 meeting.*

Made by: *Chairman Kiylar*

Second: *Commissioner Narwid*

Vote: *Unanimous*

1. **PCU 16-003 WESIE’S CUSTOMS-** Consideration of a Conditional Use Permit to allow screened outdoor storage as an accessory use in a C-2 (Heavy Commercial) zoned property located at 1491 E. Cherry Street. APN: 406-06-262. Address: 1491 E. Cherry Street. Owner: Rio Arizona Holdings, LLC. Agent: Robert Weighing. **This item was withdrawn by the applicant prior to the meeting.**

NEW BUSINESS

2. **PCU 16-005 VETRAPLEX-** Consideration of a Conditional Use Permit to allow a residential use in a C-1 (Light Commercial) zoned property located at 125 S. 6th Street. APN: 406-42-223A. Address: 125 S. 6th Street. Owner: The Vetraplex, LLC. Agent: Gary Rideout. Below is Robert’s report:

The applicant is requesting approval of a Conditional Use Permit to allow a residential use inside an existing building. The proposed site is located at 125 South 6th Street, which is zoned C-1 (Light Commercial).

PROJECT DATA AND FACTS:

Applicant	Gary Rideout
Property Owner	VetraPlex, LLC
Location of Property	125 South 6th Street
Present Zoning and Land Use	C-1 (Light Commercial) – Office space for VetraPlex, LLC
Description of Applicant’s Request	Allow residential housing within an existing building.

LAND USE:

Description and Character of Surrounding Area
The site is on the east side of South 6th Street, between 89A and Mingus Ave. The property is surrounded by apartments, vacant land, and public/community buildings including the Cottonwood Library, Recreation Center, and Public Safety Building.

Adjacent Land Uses and Zoning	
North:	C-1 – Light Commercial – Apartments
South:	R-3 – Multiple Family Residential – Public Safety Building
East:	R-3 – Multiple Family Residential – Vacant land which is part of the Public Safety Building’s parcel.
West: (across 6th Street)	R-1 – Single Family Residential – Cottonwood Library

PROJECT PROPOSAL:

Background:

There is only one building located on the site. It is currently used as office space for VetraPlex, LLC. VetraPlex is a licensed general contractor that hires veterans by providing handyman, landscaping, construction and moving services. The applicant would like to provide temporary housing to homeless veterans.

Parking:

Adequate parking already exists to accommodate the use as proposed. A total number of 19 spaces will be available.

Lighting:

No lighting changes are proposed.

Signage:

The applicant does not propose to have any signage at this time.

Access:

Two driveway entrances exist on the property allowing access off South 6th Street.

Landscape Plans:

No landscape plan has been submitted.

Utilities:

All utilities are available to the site.

CRB Review:

This project was reviewed by the CRB (Code Review Board) on January 5th, 2016 and the applicant will need to meet all requirements as indicated.

REQUIRED FINDINGS:

General Findings:

The current zoning of C-1 (Light Commercial) allows residences, subject to R-3 standards, given that a Conditional Use Permit is obtained. The use will not be detrimental to the health, safety, and well-being of surrounding properties.

Compatibility with Surrounding Uses:

The proposed use of this building would be compatible with the mixture of surrounding uses in the area, including public facilities, office spaces, and apartments.

Traffic and Circulation:

There are not any traffic or circulation issues associated with this project or property. The existing road is adequate to handle the traffic generated by this business.

Nuisance Activities:

No nuisance activities have been identified at this location for the existing or proposed use.

Buffering and Screening:

The use requested by this permit does not create the need for additional screening.

Staff Review:

Staff has reviewed this project and finds the activity is permitted, with the need to obtain a Conditional Use Permit for residential use. If approved, staff recommends the following stipulations:

1. That the project conforms to Code Review Board comments dated January 8, 2016.
2. The conditions of approval shall be completed by _____ months from the date of approval by the Planning & Zoning Commission or the Conditional Use Permit shall be subject to revocation.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.
4. Any other stipulations the Planning & Zoning Commission deems necessary.

Commissioner Cox asked staff where the existing handicap ramp was located on the building. Staff responded that it was located on the north side of the building. Commissioner Poslaiko had questions regarding the timeframe of completion, in the letter from the applicant it shows that all three (3) phases would be complete at the same time.

Applicant mentioned that they will be completing all three (3) phases at the same time, the project will not be contingent on USDA funds. Commissioner Wilder expressed that it was a good project and that she was glad to see it.

Motion: *Approve PCU 16-005 VetraPlex with the following stipulations:*

1. *That the project conforms to Code Review Board comments dated January 8, 2016.*
2. *The conditions of approval shall be completed by July 1, 2016 or the Conditional Use Permit shall be subject to revocation.*
3. *A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.*

Made by: *Chairman Kiylar*
Second: *Commissioner Cox*
Vote: *Unanimous*

3. **PCU 16-006 MAVERIK-** Consideration of a Conditional Use Permit to allow a gas station in a C-1 (Light Commercial) zoned property located at 690 W. State Route 89A. APN: 406-33-014Z, 406-33-082A, 406-33-082, 406-33-051A. Address: 690 W. State Route 89A. Owner: Maverik, Inc. Agent: Todd Myers.
4. **DR 16-003 MAVERIK-** Design Review approval for the construction of a new convenience store with redesigned fuel dispenser layout and a new fuel area canopy. This project was initially reviewed by the Code Review Board on November 17, 2015. APN: 406-33-014Z, 406-33-082A, 406-33-082, 406-33-051A. Address: 690 W. State Route 89A. Owner: Maverik, Inc. Agent: Todd Myers. Below is Scully's Report:

Approval of a Conditional Use Permit is requested to allow the new convenience store and redesigned fuel pump islands to locate on a portion of the expanded site plan zoned C-1 (Light Commercial.) The proposed site is located on State Route 89A south of W. Mingus Avenue, and south of the existing Maverik gas station and convenience store. The existing 3-parcel corner development was zoned C-2 (Heavy Commercial) in 1996 to accommodate the Maverik development. The 30,000 square foot parcel to the south that will be incorporated into the redevelopment of the site is currently zoned C-1 (Light Commercial)

PROJECT DATA AND FACTS:

Applicant/Agent	Elizabeth Hunt, Maverik
Property Owner	Maverik Country Stores, Inc.
Location of Property	690 W. State Route 89A State Route 89A southeast of W. Mingus Avenue
Present Zoning and Land Use	C-2 (Heavy Commercial) Existing gas station and store. C-1 (Light Commercial) vacant parcel
Description of Applicant's Request	To expand and redevelop existing gas station and convenience store.

LAND USE:

Description and Character of Surrounding Area	
Existing Maverik gas station and convenience store to be redeveloped with new larger convenience store and redesigned fuel dispenser layout with new canopy. Vacant parcels to the north and south. Medical offices and retail to the east. Retail and industrial to the west across state highway.	

Adjacent Land Uses and Zoning	
North:	C-2 (Heavy Commercial) – current Maverik gas station and store; and vacant C-1 (Light Commercial) to the north of Mingus Ave.
South:	C-1 (Light Commercial) – vacant land.
East:	C-1 (Light Commercial) – Spectrum Healthcare; and retail on Mingus Ave.
West:	C-2 - Heavy Commercial – Tractor Supply Store and I-2 Industrial business park off Justin Drive.

PROJECT PROPOSAL:

Zoning Background:

The applicant, Maverik Country Stores, started the process in early November 2015 to obtain approval for the expansion of the current location at State Route 89A and W. Mingus Avenue so as to redevelop the site with a new, larger convenience store and reconfigured site layout. The process has included obtaining a portion of the adjacent property fronting on SR 89A from the Verde Valley Medical Center to accommodate the proposed site plan. A Lot Line Adjustment was completed to create a 30,000 square foot parcel, approximately 150 feet in width and just over 200 feet in depth.

For many years, the City Zoning map had incorrectly shown the corner property (three parcels) zoned as C-1 (Light Commercial.) Ordinance 335 was approved by the City Council on June 18, 1996, rezoning the corner property from C-1 (Light Commercial) to C-2 (Heavy Commercial) to allow development of a “Mini-Mart and Gas Station.” The existing Maverik Country Store and gas station was then constructed in 1997. The zoning error may have been on the Zoning map since 1996.

The existing C-2 Zone property on the corner allows a “gas service station” and retail store as a Permitted Use by right. The proposal to redevelop the site and construct a new upgraded store on a portion of the adjacent C-1 Zone property can be considered through the Conditional Use Permit process.

Parking:

38 parking spaces are proposed, which exceeds the calculations for the retail store usable area, gas pumps and employee parking.

Lighting:

Exterior lighting for the store, fuel area canopy and general site lighting will be in conformance with city dark sky lighting ordinance.

Signage:

Signage will be addressed through the Design Review process. The existing monument sign will be moved south closer to the relocated driveway. New building wall sign is shown.

Landscape Plans:

Landscaping will be addressed through the Design Review process. The new building, parking areas and expanded street frontage will have new drought-tolerant landscaping.

Access/Driveway:

Existing access from Mingus Avenue will remain. The applicant has proposed relocating the access from SR 89A to the south to accommodate the redeveloped site plan. Arizona Department of Transportation (ADOT) will need to approve relocated access plans from the state highway and Public Works will approve the design to City standards.

Utilities:

All utilities are available to the site.

CRB Review:

This project was reviewed by the CRB (Code Review Board) on November 17, 2015. The applicant will need to meet all code requirements, as indicated.

REQUIRED FINDINGS:

A Conditional Use Permit shall only be granted if the approving body determines that the project conforms to the required findings in this Section. (*Zoning Ordinance, Section 302.*) If it is determined that it is not possible to confirm the required findings for the proposed CUP, whether as submitted or through conditions that may be required, the application shall be denied. The specific basis for any decision shall be established in the record as findings of fact. The following criteria shall be considered as the basis for the findings to approve, approve with conditions or deny the Conditional Use Permit:

General Findings:

The principal use has been established at this location for almost twenty years. The expanded site plan is compatible with surrounding uses and is appropriate for the location at a major arterial highway intersection. The use will not be detrimental to the health, safety and well-being of surrounding properties.

Compatibility with Surroundings Uses:

The gas station and convenience store located on the state highway is compatible with the retail, medical offices, and industrial uses located in the general vicinity.

Traffic and Circulation:

The adjacent arterial roads provide adequate capacity to serve the use. The site is served by sidewalks on adjacent streets and a bicycle rack is also shown on the plan in front of the convenience store.

Infrastructure:

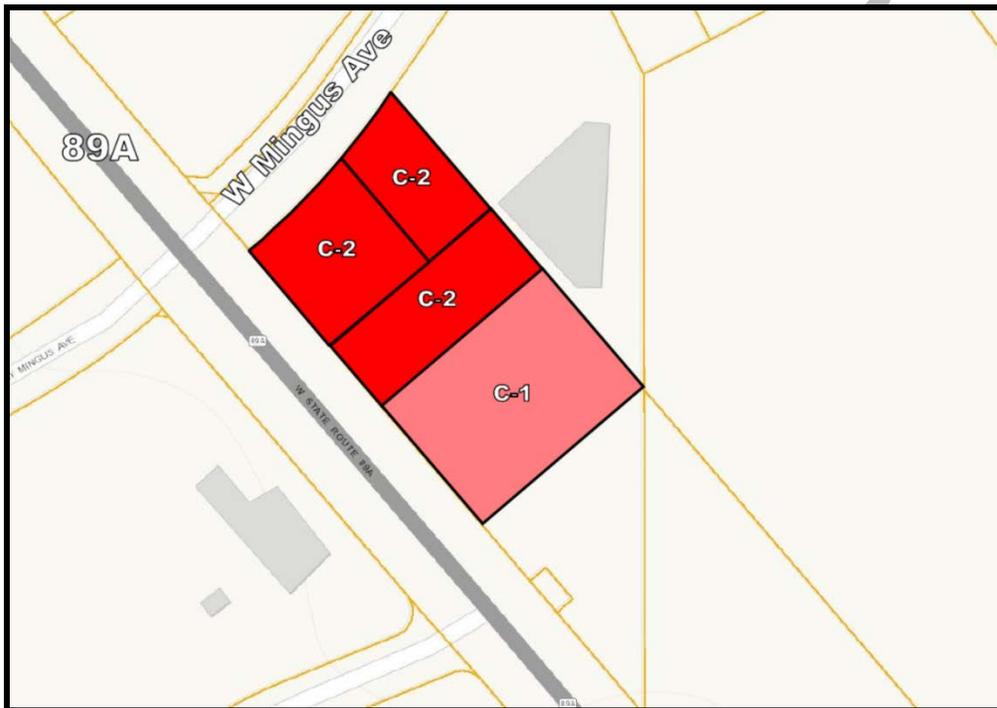
Infrastructure systems are adequate to serve the proposed use.

Nuisance Activities:

No nuisance activities have been identified at this location for the existing or proposed use.

Buffering and Screening:

No additional buffering is required.



Stipulations:

A Conditional Use Permit is necessary to accommodate the expansion of the site plan to the adjacent C-1 property. If approved, staff recommends the following stipulations:

1. That the project is developed in conformance with the development plans submitted for the February 22, 2016 Planning and Zoning Commission meeting, and as may be further modified by the Planning and Zoning Commission.
2. That the project conforms to Code Review Board comments dated November 17, 2015.
3. That the project conforms to the Design Review requirements as approved separately by the Planning & Zoning Commission.

4. Building Permits shall be applied for by twelve (12) months from the date of approval by the Planning & Zoning Commission or the Conditional Use Permit shall be subject to revocation procedures.
5. A Certificate of Zoning Compliance documenting the completion of Conditional Use Permit conditions shall be issued prior to the Certificate of Occupancy.
6. Any other stipulations the Planning & Zoning Commission deems necessary.

The applicant is requesting approval of a Design Review application for the construction of a new convenience store with redesigned fuel dispenser layout and a new fuel area canopy. This project was initially reviewed by the Code Review Board on November 17, 2015.

PROJECT DATA AND FACTS:

Applicant/Agent	Todd Meyers, Maverik
Property Owner	Maverik Country Stores, Inc. North Salt Lake, Utah
Location of Property	690 W. State Route 89A SE Corner of SR 89A & Mingus Avenue
Present Zoning and Land Use	C-2 (Heavy Commercial) Maverik Store
Description of Applicant's Request	Design Review for construction of new convenience store, redesign of fuel pumping stations and new fuel area canopy for the existing Maverik station at State Route 89A.

LAND USE:

Description and Character of Surrounding Area
<p>North: C-1 (Light Commercial) - Vacant. East: C-1 (Light Commercial) – Spectrum Healthcare; and vacant PAD Zoning. South: C-1 (Light Commercial) – Vacant fronting on SR 89A. West (Across 89A): C-2 (Heavy Commercial) - Tractor Supply Store.</p>

PROJECT PROPOSAL:

Background:

Maverik Country Stores intends to construct a new 5,046 square foot convenience store directly south of their existing store at 690 W. State Route 89A, at the southeast corner of W. State Route 89A and W. Mingus Avenue. In addition, the fuel dispenser area will be modified with a re-oriented layout. The existing fueling area canopy will be removed and replaced with a new canopy to accommodate the rearranged layout.

The current store will remain open during construction of the new store. Upon completion of the new store, the existing store will be demolished and a pedestrian plaza with picnic tables will be installed where the existing store is located. New landscaping will be included with the new building, extended street frontage, expanded parking area and treatment of the pedestrian plaza.

In order to accommodate the new store and site layout, 30,000 square feet of additional property was obtained from the adjacent vacant site to the south fronting on State Route 89A resulting in a total site area of 72,516 square feet (1.66 acres.)

BUILDING AND STRUCTURE DESIGN:

The existing 2,400 square feet convenience store building and gas station was constructed in 1997. The proposed new 5,046 square feet convenience store is typical of industry trends over recent years in which additional products and services are offered at convenience stores.

Building Height:

30' - 6 3/4" to top of front entrance projecting roof element.

22' to top of front roof parapet.

20' side roof parapet

Architecture, Materials, Colors:

The new convenience store provides a new and updated approach to the architecture, colors and design details with a heavy timber-style element on the front elevation and side canopies over the larger dual storefront entrances and windows. Color renderings have been provided.

Color Palette: As shown on the color renderings, the color palette includes primarily muted earth-tones with brown, beige, and cream colors with red and black accents.

Walls: Fiber cement panels with board and batten design finish.

Exterior Wainscot: 4' height stone veneer at base of walls and wrapping pilaster elements.

Cornice: The top of the parapet wall provides a decorative design element indicated as a metal covered coping detail.

Storefront Entrance: Two (2) storefront entrances on front elevation each side of large window.

Entry Design Element: Timber veneer on constructed frame includes decorative steel gusset plates painted black.

Roof Features: The front entrance element includes a gabled roof detail and two side canopy features with pitched roof above storefront entries. The exposed roof material is prefabricated metal roof panels.

Pilasters: Wall elements include stone veneer base and E.I.F.S. (Exterior Insulation and Finishing System) on upper portion.

FUEL CANOPY DESIGN:

The existing fuel dispenser canopy has three large support columns constructed of steel structures covered with a river rock stone veneer. The river rock is placed from the ground to the underside of the canopy structure creating a unique character that reflects the local setting.

There are currently three (3) fuel islands each with two (2) fuel dispensers that serve customers on each side for a total of twelve (12) outlets. The proposed new layout has six (6) fuel islands each with one 2-sided fuel dispenser for a total of twelve (12) customer outlets. A possible future expansion with one additional dispenser and island is shown on plans.

The proposed new layout has six (6) support columns. Each column is sixteen (16) feet in height from the base to the underside of the canopy with three (3) feet height of rock veneer at the base. The top 13-feet of each column are constructed with a standard painted square steel support column.

SITE PLAN:

Total parcel area with the new parcel added is 72,516 square feet (1.66 acres.)

Parking:

Currently, there are 18 parking spaces, including one (1) ADA accessible space. The new site plan has 38 parking spaces, including two (2) ADA accessible spaces, where approximately 20 spaces would be required.

Lighting:

Exterior lighting fixtures on the new building and under fueling canopy shall meet the lighting ordinance requirements, including fully shielded lamps.

Signage:

Existing monument sign facing SR 89A will be relocated towards the new driveway. Signs are shown on the front elevation of the new store. Additional signage and messages are anticipated on and around the fuel dispensers. The canopy includes integrated signs, colors and striping.

Access/Driveways:

The existing driveway access at Mingus Avenue will remain the same. The existing driveway at SR 89A will be relocated to the south to accommodate the expanded site layout. Any proposed change with driveway access at the state highway will have to be approved by ADOT. All other driveway and sidewalk details will be reviewed and approved by City engineering staff.

Landscape Plan:

New landscaping is required for the building, expanded parking, and street frontage. Landscaping in proximity to parking next to building can count for both. Landscaping will also be provided at the new pedestrian courtyard. The proposed plant list has appropriate drought tolerant varieties.

Utilities:

All necessary utilities for the site are existing.

Plant Table

TREES

Quantity	Symbol	Scientific Name	Common Name	Planting Size
3		Fraxinus oxycarpa 'Raywood'	Raywood Ash	1 1/2" cal.
5		Pistache chinensis 'Red Push'	Red Push Chinese Pistache	1 1/2" cal.

SHRUBS

Quantity	Symbol	Scientific Name	Common Name	Planting Size
34		Ilex vomitoria nana 'Stokes'	Stokes Dwarf Yaupon Holly	5 gal.
32		Juniperus sabina 'Buffalo'	Buffalo Juniper	5 gal.
12		Leucophyllum 'Green Cloud'	Green Cloud Texas Sage	5 gal.
19		Rosa x noare	Red Flower Carpet Rose	5 gal.

PERENNIALS

Quantity	Symbol	Scientific Name	Common Name	Planting Size
27		Chrysactina mexicana	Desert Daisy	1 gal.
7		Hesperaloe parvifolia	Red Yucca	5 gal.
13		Muhlenbergia cappilaris 'Regal Mist'	Pink Muhly Grass	5 gal.



Decorative Boulders



Existing landscape - to remain.



1" Minus Rock Mulch over Dewitt Pro 5 Weed Barrier Cloth, or equal. Match to existing rock mulch.

STIPULATIONS:

If approved, staff recommends the following stipulations:

1. That the project is developed in conformance with the development plans submitted for the February 22, 2016 meeting and as may be further modified by the Planning and Zoning Commission.
2. That the project conforms to Code Review Board comments dated November 17, 2015.
3. A Certificate of Zoning Compliance documenting the completion of Design Review conditions shall be issued prior to the Certificate of Occupancy.
4. Any future expansion of the fuel dispenser islands and related canopy for one additional dispenser island shall be reviewed by the Code Review Board; and Design Review may be considered administratively if in conformance with the original plans approved herein.
5. Any other stipulations the Planning & Zoning Commission deems necessary.

Commissioner Narwid asked staff if there were any bumper guards, there didn't seem to be any shown in the plans. Staff responded that there are steel poles in front of the parking stalls, but don't see any bumper guards. Chairman Kiyler pointed out that this store is very different to others in the area. Staff mentioned that it is different it looks to be a new design. Commissioner Narwid asked staff if the top part of the roof pitch meets the height requirements for that zone. Staff responded that it does meet the height requirement within that zone. The applicant addressed the commission with a brief summary of the project, also indicated that there are no designs like this in the State of Arizona and that this is a new design both inside and out. Commissioner Narwid asked the applicant that with the new changes, instead of just in and out, people could park and stay to eat etc. are there any provisions for pets? Applicant mentioned that there are not. Applicant also addressed Commissioner Narwid's previous question regarding bumper guards, the steel poles are placed in front of every parking stall, to replace the bumper guards. Commissioner Cox mentioned that the new layout functions a lot better for a number of different things. Overall, the commission thought that it was a good project.

Motion: *Approve PCU 16-006 Maverik with the following stipulations:*

- 1. That the project is developed in conformance with the development plans submitted for the February 22, 2016 Planning and Zoning meeting.*
- 2. That the project conforms to Code Review Board comments dated November 17, 2015.*
- 3. That the project conforms to the Design Review requirements as approved separately by the Planning and Zoning Commission.*
- 4. Building Permits shall be applied for by twelve (12) months from the date of approval by the Planning and Zoning Commission or the Conditional Use Permit shall be subject to revocation procedures.*
- 5. A Certificate of Zoning Compliance documenting the completion of Conditional Use Permit conditions shall be issued prior to the Certificate of Occupancy.*

Made by: Commissioner Narwid
Second: Commissioner Poslaiko
Vote: Unanimous

Motion: *Approve DR 16-003 Maverik with the following stipulations:*

- 1. That the project is developed in conformance with the development plans submitted for the February 22, 2016 Planning and Zoning meeting.*
- 2. That the project conforms to Code Review Board comments dated November 17, 2015.*

3. *A Certificate of Zoning Compliance documenting the completion of Design Review conditions shall be issued prior to the Certificate of Occupancy.*
4. *Any future expansion of the fuel dispenser islands and related canopy for one additional dispenser island shall be reviewed by the Code Review Board; and Design Review may be considered administratively if in conformance with the original plans approved herein.*
5. *Any reconfiguration of the south most driveway be done to ADOT requirements.*

Made by: Commissioner Poslaiko
Second: Commissioner Narwid
Vote: Unanimous

5. **DR 16-005 MAIN STREET PLAZA-** Design Review approval for the construction of a new single story retail building along Main Street in Old Town. APN: 406-32-049. Address: 802 N. Main St. Owner: Copper State Land LLC. Agent: Thomas Valentine. Below is Ellis’s report:

The applicant is requesting approval of a Design Review application for the construction of a new single story retail building along Main Street in Old Town.

PROJECT DATA AND FACTS:

Applicant/Agent	Thomas Valentine
Owner	Copper State Land, LLC. Mike & Victoria Clark
Location of Property	802 N. Main Street
Present Zoning and Land Use	C-1 (Light Commercial)
Description of Applicant’s Request	Construct a new one story, 1,755 square foot retail building.

LAND USE:

Description and Character of Surrounding Area
The site is located at 802 N. Main Street, on the curve going into Old Town, across from the Civic Center. The property is currently vacant with the exception of a small shed in the southwest corner.
North: C-1 - Light Commercial – Retail/Office building.
East (across Main Street): C-1 – Light Commercial – Parking lot/Cottonwood Civic Center.
South: C-1 – Light Commercial – Retail.
West: R-1 – Single Family Residential – Single Family home.

PROJECT PROPOSAL:

Background:

Currently the site is undeveloped and mostly vacant, except for a small 525 square foot shed in the southwest corner of the property. The property owner would like to do an infill development at the site by constructing a new retail building with a courtyard to attract pedestrians into the Old Town area.

The proposed development fits within the General Plan designation for this area and the Land Use Map showing General Commercial development.

STRUCTURE DESIGN:

Number and Proposed Use of Building	1 Retail Building
Number of Stories	1
Square Footage	1,755

Parking:

This property is located within the Cottonwood Historic District and is exempt from all parking requirements.

Lighting:

Exterior lighting will meet all Dark Sky and lighting code requirements.

Signage:

Sign details have not been submitted at this time. Any signage will depend on the occupancy of the building.

Access:

Due to the exemption from parking regulations, vehicle access will not be available. Pedestrian access will be available via N. Main Street on the east side of the property. Customers will enter the property into a courtyard before entering the building.

Landscape Plan:

A detailed landscape plan has been submitted and meets all code requirements. Some existing landscaping will be removed, and some will be left in place along the front of the property. Pave stones will be laid out throughout the courtyard area and other ground cover will consist of ¾" minus Apache Pink Gravel. All plant materials meet drought tolerant requirements for the city.

Utilities:

All necessary utilities are available to the site.

Architecture, Materials, Colors:

The building will be one story with a stucco finish and metal roof. The stucco finish will consist of Valspar Chocolate Milk, with a Classic Green roof. The architectural style and colors were chosen to complement the surrounding buildings.

CRB Review:

This project was reviewed by the Code Review Board on December 8, 2015 and the applicant will meet all requirements from staff.

Staff Review:

Staff has reviewed this project and finds it fits within the General Commercial use of this area as depicted in the General Plan. If approved, staff recommends the following stipulations:

1. That the project is developed in conformance with the site plans submitted January 22, 2016 and as may be further modified by the Planning Commission.
2. That the project conforms to Code Review Board comments dated December 14, 2015.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.
4. Any other stipulations the Planning & Zoning Commission deems necessary.

Chairman Kiyler asked staff about the landscaping and how far out it would come. Staff showed where the existing landscaping is located and that it will come out to there, and they will be updating the current landscaping. Commissioner Narwid asked staff if the existing building will remain as is or will there be any improvements to that. Staff mentioned that they believe that as for now it will remain the same, but we can ask the applicant. Commissioner Wilder asked about signage and if that would be coming back to the Commission for review. Staff mentioned that as long as it meets code that it would not come back. Applicant presented some background on the project to the Commission. Commissioner Narwid asked applicant about the existing building and if they were going to leave it as is or change it. Applicant responded that they plan to dress that building up with some landscaping and awnings. Staff asked the commission if the sign is something that they want brought back. The commission didn't think that it was necessary.

Motion: *Approve DR 16-005 Main Street Plaza with the following stipulations:*

- 1. That the project is developed in conformance with the site plans submitted January 22, 2016.*
- 2. That the project conforms to Code Review Board comments dated December 14, 2015.*
- 3. A Certificate of Zoning Compliance documenting the completion of Design Review conditions shall be issued prior to the Certificate of Occupancy.*

Made by: *Commissioner Poslaiko*
Second: *Commissioner Narwid*
Vote: *Unanimous*

6. **DR 16-006 COTTONWOOD VILLAGE-** Design Review approval for the construction of a deck addition to Cottonwood Village. APN: 406-42-175E, 406-42-175C. Address: 201 E. Mingus Ave. Owner: Ventas Realty. Agent: Christian Vernosky. Below is Robert's Report:

The applicant is requesting Design Review approval for the construction of a deck addition to Cottonwood Village.

PROJECT DATA AND FACTS:

Applicant/Agent	Chris Vernosky
Owner	Capital Senior
Location of Property	201 East Mingus Avenue
Present Zoning and Land Use	R-3 – Multiple Family Residential – Assisted Living and Memory Care Facility
Description of Applicant’s Request	Addition of a deck to the west side of the building, on the second and third stories.

LAND USE:

Description and Character of Surrounding Area
The site is located on the corner of East Mingus Avenue and South Willard Street. It is surrounded by a variety of uses in the area, including schools, parks, and other assisted living facilities.

Adjacent Land Uses and Zoning	
North (across Mingus Ave):	R-1 – Single Family Residential – School
South:	R-2 – Single Family/Multiple Family Residential – Assisted Living R-3 – Multiple Family Residential – Assisted Living
East:	R-1 – Single Family Residential – City Park and Teen’s Center
West: (across Willard St)	R-1 – Single Family Residential – Church

PROJECT PROPOSAL:

Background:

The building is operated by Cottonwood Village, an assisted living and memory care facility. They need to move their memory care suites from the first floor to the third floor. They are required to provide an accessible outdoor space for the memory care residents and so wish to build a deck on the west side of the building. This deck would have a level on the second and third floor, as well as a patio on the bottom level. All other changes are

interior only.

STRUCTURE DESIGN:

Approximate Square Footage of Deck	680 sq. ft. Second Floor 1070 sq. ft. Third Floor
	1750 sq. ft. Total

Parking:

No changes will be made that effect parking requirements.

Lighting:

Exterior lighting will meet all Dark Sky and light code requirements.

Signage:

No additional signage has been proposed at this time.

Access:

The property has access off of S. Willard Street and E. Mingus Avenue. Construction of the deck will not affect access.

Landscape Plan:

No additional landscaping has been proposed.

Utilities:

The new deck will not create additional demand on utilities.

Architecture, Materials, Colors:

The deck will be made of an aluminum decking called Versadeck. The railing will be made of Eco-Mesh, a product which uses metal wires in a grid pattern, for security.

CRB Review:

This project was reviewed by the Code Review Board on January 26, 2016, and the applicant will meet all requirements from staff.

Staff Review:

If approved, staff recommends the following stipulations:

1. That the project is developed in conformance with the plans submitted February 9, 2016 and as may be further modified by the Planning Commission.
2. That the project conforms to Code Review Board comments dated January 28, 2016.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.
4. Any other stipulations the Planning & Zoning Commission deems necessary.

Commissioner Poslaiko was interested in the materials that they are using for the Eco-Mesh, there doesn't look to have any troughs. Applicant mentioned that the plants are actually on the interior side of deck in planters. Commissioner Narwid mentioned that the writing on the site plan for the green panels on the roof was hard to read. Applicant mentioned that it is only a steel roof structure. Commissioner Cox mentioned that it was a nice use of space, and looked good. Commissioner Wilder mentioned that it was a great project, and really gives people living there more outdoor time.

Motion: *Approve DR 16-006 Cottonwood Village with the following stipulations:*

1. *That the project is developed in conformance with the site plans submitted February 9, 2016.*
2. *That the project conforms to Code Review Board comments dated January 28, 2016.*
3. *A Certificate of Zoning Compliance documenting the completion of conditions shall be issued prior to the Certificate of Occupancy.*

Made by: *Commissioner Poslaiko*
Second: *Commissioner Narwid*
Vote: *Unanimous*

7. **Z 16-001 AAA COOL STORAGE-** Consideration of a zone change of a parcel from C-1 (Light Commercial) zoning to PAD (Planned Area Development) zoning. The applicant is requesting this change to allow the development of an indoor, climate controlled self-storage facility located at 950 S. Camino Real. APN: 406-04-046H. Address: 950 S. Camino Real. Owner: V & D Enterprises. Agent: Tom Pender. Below is Ellis's Report:

Applicant is requesting a zone change on a single parcel from Light Commercial (C-1) to Planned Area Development (PAD) in order to redevelop land for construction of a climate-controlled self-storage unit on 1.71 acres at 950 S. Camino Real.

PROJECT DATA AND FACTS:

Property Owner	V & D Enterprises
Representative	Tom Pender
Location of Property	950 S. Camino Real
Present Zoning and Land Use	C-1 (Light Commercial). Vacant car wash.
Description of Applicant's Request	Rezone the property to Planned Area Development (PAD) to construct storage units.

LAND USE:

Adjacent Land Uses and Zoning	
North:	C-1 (Light Commercial) Hotel
South:	AR-43 (Agricultural/Residential) Church
East:	C-2 (Heavy Commercial) Shuttle Service (across Camino Real)
West:	R-3 (Multiple Family Residential) Apartment Complex

PROJECT PROPOSAL:

Background:

The property has an existing structure on it that was used as a car wash. The car wash business has been closed for several years and the owner of the property would like to remove the current structure and redevelop it into indoor climate-controlled self-storage units. Current zoning for the property is C-1 which would require a zone change to PAD to accommodate the proposed development. The property owner also owns storage units across Camino Real to the southeast of the project which also has a PAD zoning. There are approximately 176 proposed new units to be developed on site.

The site is approximately 1.71 acres, 74,488 square feet. The storage building will be approximately 36,831 square feet in size.

The proposed use does not conflict with the city's General Plan and does not require any amendments.

Structure Design

Number and Proposed Use of Building	1 building 36,831 square feet
Number of Stories	1 story at 20' 1" in height

Parking

Section 406 of the Cottonwood Zoning Ordinance relating to parking does not identify storage facilities for parking requirements. After discussion between staff and the applicant, it has been determined that these types of uses do not generate heavy daily traffic, therefore, only six (6) parking spaces are proposed in front of the office, with two additional loading zones on the southwest side of the building near Elm Street.

Lighting:

All lighting will be designed to be in compliance with section 408 of the City of Cottonwood Outdoor Lighting Ordinance and all Dark Sky regulations.

Signage:

A single monument sign is proposed to be installed in front of the building along S. Camino Real. This sign will be internally illuminated and is 21 square feet, with the sign structure being 54 square feet. The stone base for the sign is currently existing on site.

Access:

Access will be off S. Camino Real. A wrap around driveway will allow vehicles to go around the north side of the building and traffic will circulate one-way to exit the property onto E. Elm Street.

Landscape Plans:

A new landscape plan has been submitted for the property with numerous trees, shrubs, and xeriscape to provide adequate coverage. Some existing landscaping will remain on site.

Utilities:

All utilities are available to the site.

CRB Review:

This project was reviewed by the Code Review Board on June 9, 2015 and applicant will be required to comply with all comments prior to development of site.

Architecture, Materials, Colors:

The new facility will share similar color schemes as the facility to the southeast. The main building will be metal with Terra Cotta, will have a Parchment roof, and Sandstone or Parchment siding. Roof materials will not be reflective and will have a matte finish with muted colors.

GENERAL PLAN:

Analysis: As per Arizona Revised Statutes (ARS), a change of zoning must conform to the adopted General Plan of the municipality as relates to the range of uses, densities and intensities indicated in the land use element. Such conditions are specifically described through the Land Use Map. The applicable section of ARS Title 9 (Cities) is as follows:

ARS 9-462.01. Zoning regulations; public hearing; definitions

F. All zoning and rezoning ordinances or regulations adopted under this article shall be consistent with and conform to the adopted general plan of the municipality, if any, as adopted under article 6 of this chapter. In the case of uncertainty in construing or applying the conformity of any part of a proposed rezoning ordinance to the adopted general plan of the municipality, the ordinance shall be construed in a manner that will further the implementation of, and not be contrary to, the goals, policies and applicable elements of the general plan. A rezoning ordinance conforms to the land use element of the general plan if it proposes land uses, densities or intensities within the range of identified uses, densities and intensities of the land use element of the general plan.

GENERAL PLAN CONFORMANCE:

Since this project was last presented to the Commission, the City's new General Plan 2025 was approved by voters and is now in effect. The General Plan 2025 indicates the Land Use classification for this area as General Commercial (GC).

The State Statute allows such rezoning requests to be considered in terms of goals and policies of the General Plan. In addition, the applicable State Statute section describes the method for making such determination as such: "the [rezoning] ordinance shall be construed in a manner that will further the implementation of, and not be contrary to, the goals, policies and applicable elements of the general plan." In this case, the General Plan supports general commercial use in this area. The proposed PAD zoning is indicated as in conformance with General Plan goals for this area.

STAFF REVIEW:

Staff has reviewed this submittal and finds the overall proposed use of the project meets General Plan guidelines, and fits with at least two other storage facilities in the area. If approved, staff recommends the following stipulations:

1. The project is developed in conformance with the Master Development Plan dated January 25, 2016.
2. That the project conforms to Code Review Board comments dated June 18, 2015.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.
4. Any other stipulations the Planning & Zoning Commission deems necessary.

Commissioner Poslaiko had some questions, concerns regarding temporary parking in the fire lanes. Staff mentioned that in Code Review the Fire Marshal mentioned that they would permit a fifteen (15) minute temporary parking for vehicles in the fire lane. Commissioner Narwid asked staff if there are enough parking spaces. Staff responded that there are, and they based that off of a study and what other indoor storage facilities have. Commissioner Cox asked if they are using the existing driveway off of Camino Real. Staff mentioned that they will have to bring it up to current standards, but no the driveway will not be relocated. Applicant addressed staff, and gave a brief summary of the project. Applicant mentioned that they did have a neighborhood meeting and no one showed up, however, they did receive a comment via e-mail regarding the sounds from the new A/C unit(s), and we have addressed that concern, along with all drainage concerns. Commissioner Narwid mentioned that it is a nice plan, and asked the applicant where the A/C unit(s) will be placed. Applicant responded that they will be ground mount units. Commissioner Narwid asked how many employees there would be. Applicant mentioned that there will be three (3). Commissioner Narwid mentioned if there were three (3) employees that would take up three (3) of the six (6) parking spaces. Applicant responded that two (2) of the employees work at the facility across the street where they have manager living quarters, so there would maybe only be one (1) space occupied by an employee. Commissioner Cox said the project was extremely well done.

Motion: *Recommend Approval to City Council Z 16-001 AAA Cool Storage with the following stipulations:*

- 1. That the project is developed in conformance with the Master Development Plan submitted January 25, 2016.*
- 2. That the project conforms to Code Review Board comments dated June 18, 2015.*
- 3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.*

Made by: *Commissioner Poslaiko*

Second: *Commissioner Wilder*

Vote: *Unanimous*

DISCUSSION ITEMS-NONE

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. Open Meeting Law Training.*

ADJOURNMENT

Meeting adjourned at 7:57 p.m.