

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Regular Meeting
Held, May 19, 2014, 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 6:02 p. m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Chairman Ed Kiyler Robert Williams Philip Rosen

Judd Wasden

Planning & Zoning Commission Members Absent

Jean Wilder-was present at meeting 6:03 pm

Vice-Chair Diane Lovett

Ray Cox

Staff Members Present

Berrin Nejad, Community Development Director

Scott Ellis, Community Development Planner

Charlie Scully, Community Development Range Planner

Christina Papa, Administrative Coordinator, Recorder

APPROVAL OF MINUTES OF APRIL 21, 2014

Motion: *To approve the minutes of 4/21/14.*

Made by: *Commissioner Rosen*

Second: *Commissioner Williams*

Vote: *Unanimous*

CALL TO THE PUBLIC (NONE)

UNFINISHED BUSINESS

Motion: *To move Unfinished Business to end of the meeting.*

Made by: *Commissioner Rosen*

Second: *Commissioner Williams*

Vote: *Unanimous*

NEW BUSINESS

1. **PCU 08-002 MINERALS RESEARCH- DR 14-003 POLICE DEPARTMENT – 20-FOOT RADIO TOWER EXTENSION-** Review of a Design Review approval for the City of Cottonwood Police Department, requesting 20 feet extension to the existing 60 feet radio tower on the property located at 199 S. 6th Street, Cottonwood, Arizona, zoned R-3 (Multiple Family Residential).

Director Nejad began meeting with a summary of the project for design review. Below is Nejad's report:

The applicant, the City of Cottonwood Police Department, is requesting for a design review approval for a 20-foot extension to the existing 60-foot radio tower on the property located at 199 S. 6th Street, Cottonwood, Arizona, zoned R-3 (Multiple Family Residential).

PROJECT DATA AND FACTS:

Applicant/Owner	City of Cottonwood Police Department
Project Manager	Gary Eisenga, Commander
Location of Property	199 S. 6 th Street
Present Zoning and Land Use	R-3 (Multiple Family residential)
Description of Applicant's Request	20-foot extension to the 60-foot existing Police Department radio tower.

LAND USE:

Description and Character of Surrounding Area
The site is located on 6 th Street, between Mingus Avenue and SR 89-A which is the current Police Department and surrounded by different types of zoning and uses. The surrounding zoning and uses vary from school, government, residential to commercial.
West: City of Cottonwood Recreation Center- R-3 (Multiple Family Residential).

<p>East: Verde Plaza Apartments (R-2) Single Family/Multi Family Residential South: Commercial Office- C-2 (Heavy Commercial) North: School- C-1 (Light Commercial)</p>
--

PROJECT PROPOSAL:

<h3>Background</h3>

<p>The existing tower was built in 2007 and has been in use since then by the Police Department. It is located on the east side of the building and is 60 feet tall. When it was built, the tower base was constructed to accommodate a much higher tower for the future expansion possibilities.</p>

<p>Recently, the extension became necessary in order to separate the public safety radio antenna and equipment due to expansion of dispatching services.</p>
--

CODE REVIEW:

The project was reviewed by the Code Review Board.
Building permits are required for the structure and any support buildings.

Parking, Signage, Utilities, Landscape Plans:

N/A

Lighting:

Minimal lighting primarily used for maintenance. Lighting to comply with horizon shielding requirements.

Utilities:

All utilities are currently on site and no issues exist. Fixture counts have been provided to the Utility Department.

Architecture, Materials, Colors:

The building exterior will be upgraded with a new façade to include a stucco finish over the existing CMU wall and vertical ribbed metal fascia surrounding upper portions of the building's sides and back. A variety of colors will be used to accent the building and give it a modern appearance (see color board).

BACKGROUND:

Structures, including cell towers, and any related support buildings, site plan, landscaping and signage are subject to Design Review, as per the following section regarding applicability:

Section 304. (Design Review) B. Applicability.

- 1. The provisions of this Section shall apply 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.

In addition, the review of the structure Height and related placement issues is subject to:
Section 404. (General Provisions) H. Height Regulations.

8. Wireless Communication Facilities: So as to ensure the protection of scenic view resources in and around Cottonwood, which otherwise define a significant and valued aspect of the character of the city, the following regulations shall apply to new and expanded wireless communication facilities:

a. The regulations contained in this Ordinance are intended to be in compliance with the Federal Telecommunications Act of 1996, which shall supersede any regulations contained herein;

b. The overall height of any wireless communications structure, antenna and/or antenna array shall not be greater than a maximum of sixty (60) feet from the ground to the highest physical point on the structure, provided, however, that a wireless communications structure, antenna and/or antenna array up to ninety (90) feet from the ground to the highest physical point on the structure may be permitted in any zoning district other than the R-1 District and the Old Town Historic District with the approval of the City Council, upon a showing by the applicant that the additional height is the least intrusive means of filling a significant gap in a wireless communications provider's coverage within the City. In making this determination and allowing a wireless communications structure, antenna and/or antenna array to exceed the sixty (60) foot height limitation by up to thirty (30) additional feet, the City Council shall consider the findings and recommendations of the Planning and Zoning Commission, which shall hold a public hearing on any proposal to exceed the sixty (60) foot height limitation. The Council may or may not hold a separate hearing on the proposal following its receipt of the Commission's findings and recommendations, and may impose reasonable conditions on its approval of any proposal to exceed the sixty (60) foot height limitation, either based on the recommendations of the Commission or on its own motion;

c. Encourage the location and colocation of wireless communications equipment on existing structures thereby minimizing adverse visual, aesthetic and public safety impacts, and effects upon the natural environment and wildlife, and to reduce the need for additional antenna-supporting structures;

d. Wireless communication facilities shall be discouraged within any Historic District or in proximity to any historic properties in the City of Cottonwood unless designed in a manner that avoids adversely impacting such historic resources through the use of design techniques that minimize or hide the facility; and

e. Such structure shall be located and constructed so that if it should collapse, its reclining length would be contained on the property on which it was installed.

RECOMMENDATION:

Based on the finding of facts, staff recommends approval of the request for 20-foot extension to the existing 60-foot radio tower at the Police Department located at 199 S. 6th Street in Cottonwood, Arizona.

Commission had questions regarding the distance from the street and the structure. Staff informed commission that the distance was more than 80 feet, and that in 2007 when the tower was built the base was designed to accommodate a much larger tower. Commission had some concern with camouflaging it in anyway like the 90' foot communication towers are doing. Staff mentioned that the tower is not designed to have anything attached to camouflage it. Commission had great concern with the fact that there is a double standard for what the communication facilities were required to submit and what the City presented, they want to set a precedence and we are not holding the Police Department to the same standard as them. Commissioner Williams along with the double standard concern said that they would like to work on the ordinance before the next one comes. Commissioner Wasden disagreed with commission stating that they should be consistent with everyone, and would have liked to have seen the City come in with all the options available, this way the commission is truly making the best possible choice. Commission Wilder not opposed to this going up (additional 20 ft.). Chairman Kiyler doesn't see how it could be decorated up, and asked Commander Eisenga when the facility planned to open. Commander Eisenga stated that it will open in August, and dispatch will begin working out of the new facility in November or December. Commissioner Williams asked when the other areas will come on board. Commander Eisenga said in July they will. Commissioner Rosen it is not consistency in structure but in application, is 100% in support of this project, but to hold ourselves with the same as we hold the outsiders.

Motion: *To approve the request for a 20- foot extension to the existing 60-foot radio tower at the Police Department.*

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

2. **PCU 14-004 REVELATION WINES, LLC.-** A request for a Conditional Use Permit approval for a wine tasting establishment with an outdoor patio, in

a C-1 zoned property located at 102 E. Pima Street. APN: 406-34-052. Owner: Revelation Wines, LLC. Agent: Architecture Works Green, Inc.

Planner Ellis began meeting with a presentation of the project that is in review. Below is Ellis's report:

The applicant is requesting approval of a Conditional Use Permit to allow a wine manufacturing and tasting facility with an outdoor patio. The proposed site is located at 102 E. Pima Street, on the north side of the road. The location is zoned C-1 (Light Commercial) and is in the Old Town vicinity.

PROJECT DATA AND FACTS:

Applicant/Owner	Revelation Wines, LLC/Paula Woolsey
Project Manager	Reynold Radoccia/Architect
Location of Property	102 E. Pima Street (across from Old Town Park)
Present Zoning and Land Use	C-1 (Light Commercial, vacant church)
Description of Applicant's Request	Obtain a Conditional Use Permit to allow a wine manufacturing and tasting room with an outdoor patio.

LAND USE:

Description and Character of Surrounding Area
The site is on the north side of East Pima Street, north of the Old Town Park. It is bordered by R-2 (Single Family/Multiple Family Residential) on the north, C-1 (Light Commercial) on the south (across Pima Street), east and west.

PROJECT PROPOSAL:

Background
The applicant owns the vacant building that was most recently used as a church. The goal is to do an interior and exterior remodel to allow light manufacturing and tasting of wine with an outdoor patio to enjoy.
The proposed project is in accordance with the Zoning Ordinance allowing wine tasting and up to 50% building space for manufacturing in a C-1 zone. The project is brought before you for a Conditional Use Permit for the use of an outdoor patio. The patio is located on the southeast portion of the property and will be approximately 518 square feet in size. An open patio would be a good fit in this area with the pedestrian and sports activities surrounding it.

Site Design

Land Use	
Percentage of site devoted to building coverage	71%
Percentage of site devoted to driveways/hardscape	24.9%
Percentage of site devoted to landscaping	4.1%
TOTAL	100%

Parking:

Applicant will be using on-street parking currently available along East Pima Street. Parking is also available in public parking lots in Old Town, a short walk from the site.

Lighting:

Lighting will comply with Dark Sky regulations and meet all zoning requirements regarding lumen counts.

Signage:

Applicant has proposed a free-standing sign to be placed at the front of the building facing south to East Pima Street. The size of the sign and illumination will meet zoning ordinance requirements as outlined in Section 405.

Access:

Access to the establishment will be available along East Pima Street. The west side of the building is along North 1st Street which will provide access for deliveries to the building on an as-needed basis.

CRB Review:

This project was reviewed by the CRB (Code Review Board) on March 11, 2014 and applicant has already met most of the requirements from staff.

RECOMMENDATION:

Staff has reviewed this project and finds it fits within the Cottonwood General Plan Land Use and Zoning requirements, and would be a good fit in the location proposed, therefore recommends approval of PCU 14-004 subject to the following stipulations:

1. That the project is developed in conformance with the project plans submitted 04-15-14 and as may be further modified by the Planning Commission.
2. That the project conforms to Code Review Board comments dated 03-11-14.
3. Any other stipulations the Commission deems necessary.
4. That the permit be reviewed in 1 year.

Commissioner Williams wanted clarification on what the Commission was voting on, that the conditional use permit is only for the outdoor patio, and that they are also approving design review for the whole building. Staff responded that is correct they are voting on the conditional use permit for the outdoor patio and design review of the whole project. Commission had questions regarding the signage. Staff indicated that the sign is 12 feet, and fits within the ordinance, it will be back lit. Architect Rennie Raddocia made a presentation of the project to the commission. Commissioner Williams had questions regarding the hours of operation for the patio. Applicant stated that they cannot be opened past 9:00pm, weekdays they will open until 7:00pm and weekends they will open until 9:00pm. Rennie also clarified questions regarding the signs lighting, it will be back lit, and no up lighting, or florescent lighting, and it will be shielded. Commissioner Rosen asked applicant what the production angle of wine was. Applicant stated that they will not go beyond 500 cases, this is smaller than most wineries around, and it is half the size of Arizona Stronghold. Commissioner Rosen asked if they would be growing or buying their grapes. Applicant stated that they have contracts with Arizona Stronghold, and Pillsbury and are working with vineyards in the western half of the U.S. and in Arizona. Commissioner Wasden asked the applicant when they were anticipating breaking ground and the project time frame. Applicant stated that they would like to start within the next two months, and looking at 4-6 months till completion (would like to be opened November or December) it depends on the contractors. Commissioner Williams had some questions regarding parking. Staff mentioned they will discuss parking in old town later in the meeting. Opened to the public, one public comment was made in regards to parking as he is a resident that would be directly impacted by this project. Wanted to know if there was anything that the City could do to designate Private/Residential only parking in front of the homes along 1st street. Casey Rooney appreciates the concern regarding parking by the resident. Likes the changes that are being made in old town in regards to properties getting facelifts, and not being vacant but getting the attention of consumers, such as this project and the changes that Sun Dial has made, and that these are great examples of a good change. Floor was closed to the public. The commission thought that it was a great project and a good use. Commissioner Williams had concerns with the hours of operation, and parking, the hours satisfied him. Commissioner Wasden thought that the new design stands out in a very subtle way, and overall liked it, parking may not be a concern right away but can foresee it becoming one and having a resident only parking sign would be nice. Chairman Kiyler asked the applicant how the sign will be lit and how big it would be. Rennie Radoccia said it would be back lit and it will be 12 feet high. Commissioner Rosen asked how many seats the facility will have. Applicant stated that there will be about 29 seats, there will be some music on weekends, will maintain sound to not interfere with residential area.

Motion: ***To approve PCU 14-004 with the following stipulations, that the project is developed in conformance with the project plans submitted 04-15-14 and as may be further***

modified by the Planning Commission, that the project conforms to Code Review Board comments dated 03-11-14, that the permit be reviewed in 1 year.

Made by: Commissioner Wasden
Second: Commissioner Wilder
Vote: Unanimous

3. **PCU 14-005 GILMORE GUEST HOUSE-** A request for a Conditional Use Permit approval for the construction of a 468 square foot guest house. Currently the property is zoned R-1 (Single-Family Residential) and is located at 510 N. Organ Pipe Street. APN: 406-30-033. Owner: Orville & Alice Gilmore. Agent: Doug Noble.

Planner Ellis began meeting with a presentation of the project that is in review. Below is Ellis's report:

The applicant is requesting approval of a Conditional Use Permit to allow construction of a 468 square foot detached guest house to be located at the rear of the property. The proposed site is located at 510 North Organ Pipe Street, on the west side of the road. The location is zoned R-1 (Single Family Residential) and requires a Conditional Use Permit for this use.

PROJECT DATA AND FACTS:

Applicant/Owner	Orville and Alice Gilmore
Project Manager	Doug Noble
Location of Property	510 North Organ Pipe Street
Present Zoning and Land Use	R-1 (Single Family Residential)
Description of Applicant's Request	Obtain a Conditional Use Permit to allow construction of a detached guest house.

LAND USE:

Description and Character of Surrounding Area
The property is in between North Organ Pipe Street and North Yucca Street. It is surrounded on all sides by R-1 (Single Family Residential) with existing homes to the north and south, and vacant land to the east and west across the streets.

PROJECT PROPOSAL:

Background	
<p>The applicant owns a piece of property that currently has a single family residence and a detached garage. The property sits in between North Organ Pipe Street and North Yucca Street, with the front of the home facing North Organ Pipe. The location of the detached guest house would be to the rear of the main residence and seen from North Yucca Street. This section of North Yucca is dirt and there are not any structures across the street.</p> <p>The proposed project is in accordance with the <i>Future Land Use Map</i> according to the Cottonwood General Plan, consisting of Low Density Residential in this area. It also meets the requirements of the R-1 (Single Family Residential) zoning designation for Conditional Use Permits as described in Section 413 of the Cottonwood Zoning Ordinance.</p>	

Site Design

Land Use	
Percentage of site devoted to building coverage	17%
Percentage of site devoted to driveways/hardscape	6%
Other (including landscaping)	77%
TOTAL	100%

Parking:

Applicant is required to provide two (2) parking spaces which are already in place on the property.

Lighting:

Lighting will comply with Dark Sky regulations.

Signage:

N/A.

Access:

Access will be available via two (2) existing ingress/egress points on the property. One driveway exists for the main residence off North Organ Pipe Street and another driveway exists off North Yucca Street to provide access to the detached garage on the property.

CRB Review:

This project was reviewed by the CRB (Code Review Board) on April 15, 2014 and applicant has already met most of the requirements from staff.

RECOMMENDATION:

Staff has received two (2) letters from neighbors supporting the construction of the guest. Staff has also received concerns from other neighbors about current parking and noise issues coming from the applicants neighboring residence which houses relatives of the applicant. They are concerned about increased noise, traffic, and parking issues by allowing another place to house guests. The applicant has been made aware of the zoning

requirements that do not permit guest houses to be rented. If the Commission approves PCU 14-005 staff recommends the following stipulations:

1. That the project is developed in conformance with the site plans submitted 04-29-14 and as may be further modified by the Planning Commission.
2. That the project conforms to Code Review Board comments dated 04-25-14.
3. Any other stipulations the Commission deems necessary.
4. That the permit be reviewed in 1 year.

Commissioner Williams had a question regarding renting of the guest house and that it was not allowed. Chairman Kiyler stated that they have to stipulate that. Commissioner Williams asked how they can enforce that. Staff mentioned that you cannot enforce until a complaint is received. Commissioner Williams had concerns that they are setting ourselves up for complaints. Commissioner Wasden asked if there was access off of Yucca already. Staff responded that there was access available already off of Yucca. Commissioner Rosen asked if the guest house will be year-round or conditionally used. Applicant stated that it will not be used as a rental, it will be built to accommodate friends and family that visit, and it will be small unimposing. Opened to the public for comment, there was one comment made regarding how many days out of the year, does the applicant plans on having guests and for how long. Floor closed to public. Commissioner Williams thinks that they have a bad ordinance, other than that he thinks it is great, and it shouldn't affect the neighborhood at all. Commissioner Wasden stated that with the daughter living next door it will be regulated. Chairman Kiyler thinks that it is ok.

Motion: *To approve PCU 14-005 with the following stipulations, that the project is developed in conformance with the project plans submitted 04-29-14 and as may be further modified by the Planning Commission, that the project conforms to Code Review Board comments dated 04-25-14, that the permit be reviewed in 1 year, and is not to be rented out or allowed to be a rental.*

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

UNFINISHED BUSINESS

1. **REVIEW OF THE NEW CHAPTER 12 FOR GENERAL PLAN-ECONOMIC DEVELOPMENT OF GNERAL PLAN 2025-** This chapter is newly written by

staff to be added to the General Plan after the open houses and public comment period.

Long-Range Planner Scully began meeting with a presentation of the chapter that is in review. Below is Scully's report:

BACKGROUND

The Planning and Zoning Commission is requested to review the Chapter 12 Economic Development Element for the Draft General Plan 2025 and provide feedback and recommendations for the City Council.

REQUESTED ACTION

Discuss and provide recommendations regarding new Ch.12. Economic Development Element.

STAFF ANALYSIS

Based on direction from the City Manager, Mayor and others, it was requested to include an Economic Development element in the General Plan 2025. Staff has been working with Casey Rooney, the City's Economic Development Director to include in this chapter the key points and programs as described in the *Cottonwood 5-year Economic Development Strategy*.

The State Statute does not require a city the size of Cottonwood to have a separate Economic Development Element. Economic development goals and programs are otherwise integrated into the plan elements. For Cottonwood, this element is intended to provide greater detail and emphasis for this important issue. This Chapter has been included with the City Council's information for consideration at their May 20, 2014, Public Hearing

Commissioner Williams commented on how little recognition was in the chapter regarding seniors. Seniors have had a very big impact, why it has not been a focus. Casey Rooney stated that he thinks they need to address that, kids to stay in the community as well and we need to work on getting everyone involved in the plan. Staff mentioned that they can add a couple of goals and objectives. Commissioner Wasden agrees with Commissioner Williams, it is probably not something that is intentional, but to attract retirees, and is in support of that. Commissioner Rosen is in support of what Commissioner Williams said, only see the word volunteer in there twice, having volunteers in there shows economic impact and if we can compare to smaller cities. Commissioner Wasden mentioned that with the new tag line the heart of wine country (from the old tag line) we are losing tradition with the new and upcoming. The new logo is not a good representation of Cottonwood. Education portion, where it mentioned Yavapai College what can we push to show the importance of this college in Cottonwood, in light of what is going on how can we put a spotlight on it. Casey mentioned that they will focus on Mingus Union High School, and Yavapai College.

Opened floor to the public. Andy Groseta commended staff and the City on adding the economic chapter. Cottonwood has always been the economic center of growth, and is the heart of the Verde Valley, and we need to highlight that in the plan. Suggested that the goals and objectives should be more toward the front, not the middle or back. Focus should not only be development of the airport but all property in the City limits general theme for all undeveloped property. Expand eco, geo tourism, and add argo tourism. Growth of the wine in the area is good, but a lot of the focus is Old Town, we need to keep the other businesses promoted, keep in mind balance. Floor closed to the public. Commissioner Wilder commented about when she considered Cottonwood to live, she went to the Planning and Zoning building 10 years ago and looked over the General Plan, turned itself around. Really nice sense of community to make this a really special place, a place that doesn't have a single parking meter, overall a good plan. Commissioner Williams inquired why there wasn't an economic section in the general plan; just think we need to broaden it, maybe before the voting in November some things can be addressed, highly recommends this section of the plan.

Motion: *To recommend the whole general plan with the addition to the general plan of chapter 12.*

Made by: *Commissioner Williams*

Second: *Commissioner Wasden*

Vote: *Unanimous*

DISCUSSION ITEMS

1. Entertainment District

Charlie presented the commission with some insight on a possible entertainment district. Commissioner Rosen asked if the district be extended in the future. Charlie said that it doesn't say that you can or cannot extend it. Staff to look into that further. Commissioner Wasden, Rosen, and Williams thought it was a good idea. Charlie will bring this back to another meeting.

2. Parking in Old Town

Charlie presented the commission with some information regarding parking in Old Town, possibly a Zoning Ordinance amendment, will come back to commission at another meeting.

3. Winery, microbrewery, and tasting room: definitions and standards

Charlie presented the commission with some information regarding the recent trip to Colorado and went over definitions and standards, mentioned that it needs to be described better in our Zoning Ordinance, will come back to another meeting.

INFORMATIONAL REPORTS AND UPDATES

4. General Plan is going before the City Council on May 20, 2014
5. May 14, 2014- SHPO- State Historic Preservation Office visit to Cottonwood.

ADJOURNMENT

Meeting adjourned at 9:05 p.m.

APPROVED