

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Regular Meeting
Held, June 16, 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	Vice-Chair Diane Lovett	Robert Williams
Philip Rosen	Judd Wasden	Jean Wilder

Planning & Zoning Commission Members Absent

Ray Cox

Staff Members Present

Berrin Nejad, Community Development Director
Scott Ellis, Community Development Planner
Charlie Scully, Community Development Long Range Planner
Christina Papa, Administrative Coordinator, Recorder

APPROVAL OF MINUTES OF MAY 19, 2014

Motion: *To approve the minutes of 5/19/14.*

Made by: *Commissioner Lovett*

Second: *Commissioner Williams*

Vote: *Unanimous*

CALL TO THE PUBLIC (NONE)

UNFINISHED BUSINESS (NONE)

NEW BUSINESS

- DR 14-006 COTTONWOOD MEDICAL DEVELOPMENT-** Request for Design Review approval for construction of a 4,400 square foot medical office building, and placement of a 7,000 square foot pre-fabricated modular building to be located on vacant land on the southeast side of S. Calvary Way, zoned C-2 and I-2. APN 406-08-025R, 406-08-25S, 406-08-044E, 406-08-105A, 406-08-026. Owner: Windham Family Trust. Agent: Rick Reigle.

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

The applicant is requesting approval of a Design Review application for construction of a 4,400 square foot medical office building, and placement of a 7,000 square foot pre-fabricated modular building, to be located on vacant land on the southeast side of S. Calvary Way, zoned C-2(Heavy Commercial) and I-2(Heavy Industrial).

PROJECT DATA AND FACTS:

Property Owner	Windham Family Trust (to be sold to RE Holdings)
Applicant/Representative	Rick Reigle/Reigle & Associates Architects
Location of Property	Southeast side of S. Calvary Way.
Present Zoning and Land Use	C-2 (Heavy Commercial), I-2 (Heavy Industrial), and vacant land
Description of Applicant's Request	Construction of a 4,400 square foot medical office building and placement of a 7,000 square foot modular dialysis clinic.

LAND USE:

Description and Character of Surrounding Area
The site is on the southeast side of S. Calvary Way, directly across from the Quality Inn. The site is currently vacant land with no structures placed on it.
Northwest: Quality Inn – I-2 (Heavy Industrial)
Northeast: Multi-tenant retail/office building – C-2 (Heavy Commercial)
Southeast: Multi-tenant medical facility – I-2 (Heavy Industrial)
Southwest: Church – I-2 (Heavy Industrial)

PROJECT PROPOSAL:

Background	
<p>The project site is currently vacant land surrounded by various developments on all four sides. The applicant would like to place a modular building that would be used as a dialysis clinic. In addition, they would like to construct a building on site next to the dialysis clinic to accommodate a medical practice and surgery facility. The two buildings will sit next to each other with a walkway in between them. The medical practice building will sit on the northeast portion of the property with the dialysis building on the southwest portion. A rough-grade and stub utilities for a possible 5,000 square foot building to be constructed in the future, will also be done at this time.</p> <p>The proposed use is in accordance with Commercial/Industrial uses in this area. It also meets the requirements of the C-2 (Heavy Commercial) and I-2 (Heavy Industrial) zoning designations, which allow medical offices and clinics as a permitted use.</p>	

Site Design

Land Use	
Percentage of site devoted to building coverage	19.5%
Percentage of site devoted to driveways/hardscape	30.9%
Percentage of site devoted to landscaping	42.5%
TOTAL	~92.9%

Structure Design

Number and Proposed Use of Building	<p>1 pre-fabricated modular building used as a dialysis clinic.</p> <p>1 wood frame and stucco building to be used as a medical office.</p>
Number of Stories	1
Square Footage	<p>7,000 Dialysis clinic</p> <p>4,400 Medical office</p>

Parking:

A total of thirty-nine (39) parking spaces are required for this project. Fifty-five (55) parking spaces will be provided, four (4) of which will be ADA spaces. The parking lot will be along the north, east, and south sides of the building, none of which are adjacent to S. Calvary Way.

Lighting:

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

Signage:

The applicant has proposed a monument sign to accommodate up to three (3) tenant panels. The sign will be internally illuminated with opaque backgrounds and will meet all Dark Sky and Zoning Ordinance requirements. The letters are internally illuminated and meet all Zoning Ordinance requirements and signage calculations meet the sign ordinance. Placement of the sign will be just west of the north entrance to the parking lot.

Access:

Access will be available via two (2) new ingress/egress points on the property off S. Calvary Way. The access points will be on the northeast and southwest sides of the property.

Landscape Plans:

A complete landscaping plan has been submitted and reviewed by staff. The exterior right of way along S. Calvary Way will have significant landscaping, as will the areas surrounding the buildings. A variety of trees and shrubs have been proposed that meet requirements of the Landscaping Ordinance.

Utilities:

The applicant will complete all necessary off-site and on-site infrastructure improvements needed to comply with city codes for new developments regarding sewer, water electrical, and gas.

Architecture, Materials, Colors:

The dialysis building is a pre-fabricated modular building that will be placed on site. A wood frame office building will also be constructed to match the dialysis building. Both buildings will have stucco exteriors with various paint colors to blend with the surrounding areas (see color elevations with attached color samples.)

CRB Review:

This project was reviewed by the CRB (Code Review Board) on May 6, 2014 and applicant has already met most of the requirements from staff, anything remaining will be met before the building permits are issued.

RECOMMENDATION:

Staff has reviewed this project and finds it fits within the Cottonwood zoning requirements; however, there are some concerns with the overall design of the buildings and the industrial look to them. Staff would like to suggest the following stipulations:

1. That the project is developed to blend more with surrounding architectural materials and designs associated with other medical facilities in the area.

2. That the project conforms to Code Review Board comments dated 05-14-14.
3. Any other stipulations the Planning & Zoning Commission deems necessary.

Commissioner Williams asked staff what the zoning was of the VA building. Staff responded that it is zoned I-2 which is Heavy Industrial. Commissioner Wilder commented on the back of the building facing the street. Applicant Rick Reigle responded that the reason for the layout of the property done the way it was presented was that the back portion of the lot is a wash, it was driven primarily by site terrain. Applicant mentioned that the medical building is where doctors are, and the larger building is the actual dialysis treatment center. Commissioner Rosen asked applicant why one building is modular and the other self-constructed. Applicant responded that the modular building was constructed to meet the requirements and function on how complicated dialysis centers are and this is a more cost effective building. Commissioner Rosen asked about the 5,000 square foot building and if the applicant had a renter? Applicant responded not right now, just utilizing the land, but future plans. Commissioner Wasden asked what the set back of the building and the sidewalk are. Applicant responded 20 ft. landscape set back, it is 28 ft. and there is a sidewalk in the plan. Commissioner Lovett asked if there was some way they could give it a southwest style, like a tile roof. Applicant responded that the intention was to keep the buildings low and sleek. Commissioner Rosen asked about the signage on the building and if it would be illuminated. Applicant responded that it might possibly be illuminated, but they have not gotten to that yet, however it would not be anything different then what is allowed in the Zoning Ordinance. Commissioner Williams commented to the commission that he thinks that there should be a stipulation for the future signage, also that he thought the project was not that creative, concerns regarding no windows along Calvary Way, landscaping will take a while to grow and would like to see it blend more with some of the surrounding areas and buildings that have a little bit more design. Commissioner Rosen said that the building appears to be very industrial, and that they look like a warehouse, maybe the applicant can add more design elements to the building. Commissioner Wasden likes the parking lot, and thought that maybe bringing in some pop-outs, maybe the pop-outs could be different colors. Commissioner Wilder mentioned that she would like to see it less industrial, and mentioned flipping it around. Applicant mentioned that they could put in non-windows to the frontage and they can put the metal awnings as well. Chairman Kiyler mentioned that something needs to be done with the frontage, needs to be designed better. Applicant Kim Young asked the commission if there was anything they could do to pass the project through with stipulations for specific design. Staff mentioned that Grading Plans were submitted to engineering for an ok. Commissioner Wasden told applicant that they are asking for the design to be improved. Commissioner Rosen asked commission if they could approve the project conceptually, and that before they open their doors it comes back for final approval. Chairman Kiyler said that he wants something that can be added to the building to make it better, asked that the commission hold a special meeting for next week.

Motion: *To table project for a week so that applicant can resubmit a new design concept.*

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

2. **ZO 14-007 OLD TOWN PARKING:** Proposed amendment to the Zoning Ordinance, Section 406 Parking Requirements, regarding exempt parking standards for Old Town Cottonwood commercial properties.

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

BACKGROUND

Ordinance 580, approved October 18, 2011, amended the Zoning Ordinance, Section 406. "Parking and Loading Requirements" exempting properties located in the "Cottonwood Commercial Historic District" from parking requirements. The Historic District boundary is generally limited to commercial properties fronting on Main Street between the stone bridges with the addition of several properties on Balboa Street and Pinal Street.

The Planning and Zoning Commission discussed possible amendments expanding the parking exemption at their May 19, 2014 meeting.

REQUESTED ACTION

Consideration of an amendment to the Zoning Ordinance, Section 406. "Parking and Loading Requirements," Sub-Section G. expanding the parking exemption in the historic "Old Town Cottonwood" area to include additional properties zoned C-1 (Light Commercial) that meet the criteria as described therein.

STAFF ANALYSIS

The reason for initially creating the parking exemption in 2011 was that a majority of commercial properties in the historic downtown area had originally been developed with almost complete lot coverage on relatively small lots and there was no on-site capacity for parking. Such exemptions from off-street parking requirements are common and typical in downtown districts and historic commercial centers in other cities and towns.

The existing waiver from parking requirements only applies to uses in the Historic District: (includes properties fronting Main Street between the two strong bridges with several Properties on Balboa Street and one on west Pinal.) The proposed Amendment to the Zoning Ordinance, Section 406. "Parking and Loading Requirements," would extend the exemption to additional C-1 Zone commercial properties in the Old Town Cottonwood area, that otherwise meets the criteria.

Two factors provide the primary background criteria for allowing the parking exemption:

1. The majority of properties were historically developed on relatively small lots with buildings occupying all or most of the lot; and
2. Such properties are located in relatively close proximity to public parking lots.

The area of properties effected shall be indicated on a map described as "Exhibit A."

RECOMMENDATION

Consideration of an amendment to the Cottonwood Zoning Ordinance, Section 406. "Parking and Loading Requirements," thereby expanding the area of properties exempt from Off-street parking requirements and re-naming Sub-Section G. "Regulations Applicable to Parking in the 'Old Town Cottonwood' Area."

Commissioner Wilder is not sure what parking and loading has to do with the recommendation. Staff responded that is the sections name. Commissioner Lovett mentioned that the area of properties are excluded from off street parking, this pertains to using some private property. Staff mentioned that public parking lots developed by the city, it is a contributing factor, and some of these other properties are smaller and cannot accommodate private parking.

Motion: *To approve ZO 14-007 be forwarded to the City Council.*

Made by: *Commissioner Lovett*

Second: *Commissioner Rosen*

Vote: *Unanimous*

UNFINISHED BUSINESS-NONE

DISCUSSION ITEMS-NONE

INFORMATIONAL REPORTS AND UPDATES

1. RCU 67-AUTO SALES- Planner Ellis presented a submittal from the owner of the property.

ADJOURNMENT

Meeting adjourned at 7:30 p.m.

APPROVED