

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Work Session Meeting
Held, June 4, 2015, at 9:00 A.M. at the Cottonwood Room at the Recreation Center
150 S. 6th St. – Cottonwood, Arizona

CALL TO ORDER & ROLL CALL

Chairman Kiyler called the meeting to order at 9:02 a. m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Chairman Ed Kiyler Robert Williams Phillip Rosen
Judd Wasden Jean Wilder

Planning & Zoning Commission Members Absent

Ray Cox Suzanne Poslaiko

Staff Members Present

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

NEW BUSINESS

1. DISCUSSION REGARDING SIGN CODES AND APPROVAL PROCESS:

Commissioner Rosen brought up that it is not clear in the ordinance how signs are approved, there is a section that says the Zoning Administrator approves them and in another section it says that the Planning and Zoning Commission approves them. Commissioner Wasden mentioned that there needs to be some consistency in signs, that there are new businesses that come to town and have to go through the Design Review process and the commission sets guidelines for their signage, and other businesses can apply for a sign permit and not have the same standards, there needs to be more enforcement on vinyl signs, and is there a way to address that all signs come before the commission for approval, need direction from the City Attorney on this. Commissioner Williams mentioned that maybe it is a guideline issue, and that guidelines may need to be set in place for staff to use, also that the sign ordinance section and the design review section need to tie into one another. Commissioner Wasden mentioned that he would like to know from the City Attorney what is the commission's authority within certain parameters that they have. Commission had questions regarding the following items:

-Fragmented, like with the dental building, what can and cannot be done by the commission

- Conflict with sign ordinance, there needs to be a clear process.
- What can the Commission do in regards to signs, and what the alternatives are, and the enforcement.

2. DISCUSSION REGARDING CONDITIONAL USE PERMITS AND RENEWAL PROCESS:

Chairman Kiyler opened up with a question for the City Attorney:

-When the commission approves a Conditional Use Permit (CUP) and they add stipulations and they are not completed in a specific amount of time, how does the commission revoke it, and what is the enforcement process.

Commissioner Rosen also added that there needs to be enforcement on stipulations, and how far can the commission go. Commissioner Wasden had mentioned that the commission needs to put expiration dates, and what exactly needs to be done. Commissioners Wasden and Rosen mentioned possible fees for non-compliance of stipulations. Commissioner Wasden had a question for the City Attorney:

-Can the commission add new stipulations onto an existing conditional use permit that is up for review.

Commissioner Rosen mentioned that if the commission starts stipulating a timeline it may improve the problem.

ADJOURNMENT

Meeting adjourned at 10:37 a.m.