

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Regular Meeting
Held, August 19, 2013, 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

Ed Kiyler, Chairman	Judd Wasden
Diane Lovett, Vice Chair	Robert Williams
Philip Rosen	Jean Wilder
Ray Cox	

Planning & Zoning Commission Members Absent

Staff Members Present

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

CALL TO THE PUBLIC

Dr. James with the 7th Day Adventist Church in regards to the lighting of the church sign.

APPROVAL OF MINUTES OF JULY 15, 2013

Motion: *To approve the minutes of 7/15/13 as written.*

Made by: *Commissioner Lovett*

Second: *Commissioner Williams*

Vote: *Unanimous*

UNFINISHED BUSINESS (NONE)

NEW BUSINESS

1. **PCU 13-010 LOZANO IMPOUND YARD-** Consideration of a Conditional Use Permit for an impound yard in a C-2 zoned property located at 698 East Highway 89A. APN 406-06-009G and 406-06-009H. Address: 698 E. Hwy. 89A. Owner: Debbie Bluff. Agent: Anthony Lozano.

Planner Ellis began meeting with a presentation of the items that staff had received and reviewed in regards to the impound yard. Below is Ellis's report:

The applicant is requesting a Conditional Use Permit to establish a storage/impound yard for motor vehicles, and to house company vehicles. The yard will be subject to use 24/7. The building on the property will be utilized as an administrative office to conduct business activities relating to the storage yard. The applicant has been advised by the property owner that ADOT has issued a permit for the ongoing use of the existing access on 89A.

Landscaping will be left as-is, with the addition of more shrubs to be planted by applicant (see site plan). There is currently a chain link fence on the property that will serve as the storage area for the vehicles. This fence is see-thru and the applicant has considered installing commercial style fence slats to screen the yard. No structural additions or revisions will be done to the existing building.

The building has been vacant for last three (3) years. Staff and applicant met several times on how to improve the appearance of the lot. Existing fence and lack of space for landscaping are the main concerns. Staff recommended lowering the existing sign, but due to cost, applicant prefers to use the existing space. The applicant is willing to put in towards improvements, but he is not the owner, just leasing the property.

ISSUES:

The location of this property is along a heavily traveled corridor on 89A in Cottonwood. Storage of vehicles behind a fence may be unsightly. The use of fence slats will help eliminate the visibility of the vehicles behind the fence. The applicant is concerned with the cost associated with needing to install enough landscaping vegetation between the roadway and fencing as an alternative way to conceal site of vehicles.

CRB (CODE REVIEW BOARD):

This request was reviewed by CRB on May 28, 2013.

UTILITY ISSUES:

Utilities are available to the site.

RECOMMENDATION:

Staff has concerns with the appearance of the site and type of the use at this location. The site is very visible and located on the one of major roads of the city. Staff also understands the difficult economic times, property being vacant more than three (3) years and limited space for the landscape improvements and therefore recommends approval of **PCU 13-010**, subject to the following:

- 1) That the fence should be solid and not showing the impound yard,

2) Anything else the Commission deems necessary.

Chairman Kiyler had inquired about landscaping plans, and the Commission had also brought up issues in regards to the fencing and the lighting. Anthony Lozano commented that the changes that Commission is looking for may not be something that he will be able to do as he will be leasing the property and the owner doesn't want to put money into the property, and or he doesn't have the funds to do some of the specifics that the Commission wanted.

Motion: *To table this project to allow more time for Lozano to come back with lighting, landscaping, and fencing information/design*

Made by: *Commissioner Lovett*

Second: *Commissioner Wasden*

Vote: *6 Yes 1 No*

2. **DR 13-016 RHEEMS ADULT DAY CARE-** Consideration of Design Review associated with the remodeling of the existing building located at 636 North Main Street. APN 406-42-041B and 406-42-041H. Address: 636 N. Main St. Owner: Adult Day Care Services Inc.. Agent: Robert Burford.

Director Nejad began meeting with a presentation of the items that staff had received and reviewed in regards to the Rheems adult day care. Below is Nejad's report:

The building was first remodeled in 2005 to be used as a behavioral health center. The applicant proposes use of approximately 10,000 sq. ft. of the building for the adult day care, and leasing the remaining 4,000 sq. ft.. The applicant understands the need to present future use of this space to the City when a tenant comes forward. The facility will be licensed for day use only with no overnight or residential component.

The project includes interior and exterior remodel of the building by installing new, larger windows, new doors, and construction of a shade structure in the courtyard. Signage will be changed by installing a new monument sign. Paint colors on the exterior of the building will also be changed. Current landscaping will be left as-is with the replacement of any dead plants.

RECOMMENDATION:

Staff recommends approval subject to the following stipulations:

1. That the development in conformance with the site/landscape plan submitted 6-12-13 and as may be further modified by the Design Review Board.
2. That all the Code Review recommendations are addressed.
3. Any other stipulations the Commission deems necessary.

The Commission inquired about landscaping design, lighting, colors, and signage. Robert Burford told Commission that they anticipated using existing landscaping with the exception of some replacements. Robert Burford also stated that the sign that was going to be used is identical to the Prescott location and will be a monument style sign and will do lighting in accordance to the dark sky ordinance as it will be a single light that will act like a small spotlight. Any additional lighting that will be used is all existing, and there will be no changes in regards to lighting location etc. Commissioner Wasden would like to see the sign come back to the commission for approval.

Motion: ***To approve with stipulation that the sign comes back to Commission, and all Code Review recommendations addressed.***

Made by: ***Commissioner Lovett***

Second: ***Commissioner Rosen***

Vote: ***Unanimous***

3. **DR 13-018 EMERGENCY COMMUNICATION FACILITY-** Consideration of Design Review associated with the new building adjacent to the existing Police Department. Address: 650 East Aspen Street. APN 406-42-170J. Owner: City of Cottonwood. Agent: Kyle Swanson.

Director Nejad began meeting with a presentation of the items that staff had received and reviewed in regards to the emergency communication facility. Below is Nejad's report:

The building will be constructed of masonry, and will follow the aesthetic of the current Police and Fire Station. There is a 60 foot tall communications tower located adjacent to the Police Station on the east side. The tower may be relocated adjacent to the new building, pending on design requirements.

RECOMMENDATION:

Staff recommends approval subject to the following stipulations:

1. That the development in conformance with the site and landscape plans submitted 07-29-2013 and as may be further modified by the Planning Commission.
2. That all the Code Review issues are addressed.
3. Any other stipulations the Commission deems necessary.

The Commission inquired about the fencing height, drainage, if the facility could be used in the future as a regional communication facility. Consultant commented that the intention of this building was to not have any public access to it, it will be fenced off with a 6 foot fence, all materials used will be similar to what is existing on the Public Safety building, Library, and Recreation Center. Consultant also responded that the drainage will tie into what is existing, run along the curb of the parking lot in the Police Department, and will drain into a new location in front of the new communication facility. Scott Mangarpan commented that this could in the future with the full addition be used as a regional communication facility, with a maximum capacity of 12 consoles.

Motion: *To approve with stipulation that the landscaping plans are in conformance to the plans that were submitted, and that all Code Review issues are addressed.*

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

4. **DR 13-020 IMMACULATE CONCEPTION RECTORY-** Consideration of Design Review associated with the addition of a Rectory to the Immaculate Conception Master Plan. Address: 700 N. Bill Grey Rd.. APN 407-23-018. Owner: Immaculate Conception Parish. Agent: Mark Carlile or Mike Mongini.

Director Nejad began meeting with a presentation of the items that staff had received and reviewed in regards to the Immaculate Conception rectory. Below is Nejad's report:

The rectory will be used as residence for the pastor(s) and retirement groups. This campus is an existing site and was annexed to the city as master plan. This addition request is within the borders of existing master plan and initially was planned to build additions in phases of different uses; such as elementary school, rectory, high school, etc. within the church campus.

The entire project will contain 6 bedrooms and approximately 3000 sq. ft.. in size. Even though, intentions and desire are for building the entire building at once, the project maybe be built in phases due to project funding availability.

Phase 1 will include the construction of the main building to include 2 bedrooms, a living room, a kitchen, and bathroom. Phase 2 will be built as funds allow and will include a ~300 sq. ft. courtyard, 4 additional bedrooms, and additional bathrooms. The goal is to have a total of 6 bedrooms to house the current priest, and have room to house retired priests and priests visiting from other areas.

The exterior is designed to blend with the colors/textures of the current church located on the property. It will be subject to the landscaping requirements and will be landscaped as can be seen in the plan.

The landscaping plans are submitted as required by the code and approved by the staff. Also, samples of the materials were submitted to the department that is similar to the existing building. Staff will bring the samples to the meeting for Commission's review.

This item was reviewed by the CRB (Code Review Board) on August 9, 2013 and applicant met all the requirements submitted by the departments.

RECOMMENDATION:

Staff recommends approval of DR 13-020, subject to the following stipulations:

1. That the addition is developed in conformance with the site and landscape plans submitted 08-09-13 and as may be further modified by the Design Review Board.
2. That the addition conforms to Code Review Board comments dated 08-09-13.
3. Any other stipulations the Commission deems necessary.

The Commission inquired about roofing, landscaping, and if the project would be completed in phases or all at once. Mark Carlile commented that the roof will be mainly a flat roof, and that the tile roofing is more of a decorative roof on the front of the rectory, they plan to expand the existing landscaping, they would like to complete the whole project at once but due to funding they are breaking it down into two phase in case they cannot complete it all at once.

Motion: *To approve with stipulation that the landscaping plans are in conformance to the plans that were submitted, that staff received stamped architect plans, and that all Code Review issues are addressed.*

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

5. **ZO 13-07 WIRELESS COMMUNICATION TOWER** – Proposed ordinance/code change.

After a brief discussion between the Chairman and Commissioners in regards to the proposed ordinance/cod change the following motion was made:

Motion: *To send the ordinance to City Council*
Made by: *Commissioner Lovett*

Second: Commissioner Rosen
Vote: Unanimous

DISCUSSION ITEMS-NONE

INFORMATIONAL REPORTS AND UPDATES

Staff reported back to Commission in regards to the sign lighting of the church sign at the round-a-bout located at Willard and Mingus. The church has contact the sign people and they have dimmed the sign, and worked on a timer so that it will brighten during the daytime and then dim in the evening, they also took off the background colored lighting, and changed the animation. Commission also brought up where the Sign Ordinance has gone that staff worked on. Staff will look into the status of the Sign Ordinance and report back to commission.

ADJOURNMENT

Meeting adjourned at 8:45 p.m.

APPROVED