

Official Minutes of the City of Cottonwood  
Planning & Zoning Commission Regular Meeting  
Held, August 15, 2016, at 6:00 P.M. at the City Council Chambers  
826 N. Main St. – Cottonwood, Arizona

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CALL TO ORDER & ROLL CALL

Chairman Kiyler called the meeting to order at 6:01 p. m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Chairman Kiyler	Vice Chairman Robert Williams
Thomas Narwid	Judd Wasden
Suzanne Poslaiko	Jean Wilder

Planning & Zoning Commission Members Absent

Staff Members Present

Berrin Nejad, Community Development Manager  
Scott Ellis, Community Development Planner  
Jim Padgett, Community Development Assistant Planner/Code Enforcement Coordinator  
Carolyn Pettengill, Community Development Administrative Assistant  
Christina Anderson, Planning Technician, Recorder

APPROVAL OF MINUTES OF JULY 18, 2016-REGULAR MEETING

**Motion:** *To approve the minutes of 7/18/2016-regular meeting*

**Made by:** *Vice Chairman Williams*

**Second:** *Commissioner Wasden*

**Vote:** *Unanimous*

CALL TO THE PUBLIC

Peter Livingston & Marissa Gladen (Hippie Emporium).

OLD BUSINESS (NONE)

NEW BUSINESS

1. **PCU 16-008 MESQUITE HILLS SPECIAL DIRECTIONAL SIGN-**  
Consideration of a Conditional Use Permit to allow a special directional sign to the Mesquite Hills subdivision. This sign will be located on property zoned C-1 (Light Commercial), located at 585 W. State Route 89A and Candy Lane. APN: 406-33-131Q. Owner: Marcus J. Lawrence Medical Center. Agent: John Alvey. Below is Padgett's report:

**STAFF MEMO**

**TO:** Planning and Zoning Commission

**FROM:** Jim Padgett, Planner

**THROUGH:** Berrin Nejad, Community Development Manager

**HEARING DATE:** August 15, 2016

**PROJECT NUMBER:** **PCU 16-008 Mesquite Hills Special Directional Sign**

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Approval of a Conditional Use Permit is requested to allow the placement of a Special Directional Sign on property located at 585 W State Route 89A along the North Side of State Route 89A between Mingus Avenue and Candy Lane zoned C-1 (Light Commercial.) The proposed sign is located on APN 406-33-131Q.

**PROJECT DATA AND FACTS:**

<b>Applicant/Agent</b>	John Alvey
<b>Property Owner</b>	Verde Valley Medical Center
<b>Location of Property</b>	585 W. State Route 89A. Assessor Parcel Number 406-33-131Q, located on the North side of State Route 89A between Mingus Ave and Candy Lane.
<b>Present Zoning and Land Use</b>	C-1 (Light Commercial) Currently vacant land.
<b>Description of Applicant's Request</b>	To locate a Special Directional Sign for the Mesquite Hills Subdivision.

**LAND USE:**

<b>Description and Character of Surrounding Area</b>	
The site is currently vacant and is generally surrounded mostly by vacant land, some medical facilities, industrial properties and other retail uses along State Route 89A.	

<b>Adjacent Land Uses and Zoning</b>	
<b>North:</b>	PAD – Vacant lot.
<b>South:</b>	C-2 (Heavy Commercial) Bank and vacant lot across State Route 89A
<b>East:</b>	PAD – Vacant land and medical offices.
<b>West:</b>	C-2 – Vacant parcel and Gas station

**PROJECT PROPOSAL:**

**Background:**

The property is presently vacant and is along State Route 89A in the vicinity of Mingus Avenue which is a main access to the Mesquite Hills subdivision currently being developed. The request for the sign is to allow for traffic to have better directional information to go to the subdivision as they travel along State Route 89A.

The existing C-1 zoning of the property allows for consideration of a Conditional Use Permit for the location of a Special Directional Sign by the City of Cottonwood Zoning Code Section 405.G.9.

**STRUCTURAL DESIGN:**

The proposed sign would be 40 square feet in area being a 5’ by 8’ sign placed on two block columns covered in a stone veneer. The overall height of the sign would be 10’ which is the maximum permitted by code.

See the attached color rendering and finish details submitted by the applicant.

**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 placement of a Special Directional sign is a permitted use with a Conditional Use Permit.

**Compatibility with Surroundings Uses:**

The location of this proposed Special Directional sign located along State Route 89A 89A is compatible with the surrounding land uses and zoning.

**Traffic and Circulation:**

No traffic will be generated at the proposed sign location.

**Infrastructure:**

N/A

**Nuisance Activities:**

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

**Buffering and Screening:**

No additional buffering or screening is required.

**Stipulations:**

A Conditional Use Permit is necessary to locate the Special Directional sign on this 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 August 15, 2016 Planning and Zoning Commission meeting, and as may be further modified by the Planning and Zoning Commission.
2. A sign permit shall be applied for, and approved by staff, within six (6) months from the date of approval by the Planning & Zoning Commission or the Conditional Use Permit shall be subject to revocation procedures.
3. That the Special Directional sign be granted for a period of 5 (five) years or a time as specified by the Planning Commission.
4. A Certificate of Zoning Compliance documenting the completion of Conditional Use Permit conditions shall be issued upon completion of the sign as presented.
5. Any other stipulations the Planning & Zoning Commission deems necessary.
6. That the Special Directional sign comply with all requirements of Section 405.G.9 of the City of Cottonwood Zoning Code.

Commissioner Narwid asked who will own the sign, and who would be responsible for the removal of the sign? Staff responded that the property is owned by the Medical Center, and the sign would be owned by the owners of Mesquite Hills Subdivision, and the commission can always put a stipulation on the sign removal and who will be responsible for that removal. Chairman Kiyler asked the applicant how long they plan on having their sign on that property. Applicant responded that they are hoping for ten (10) years. Vice Chairman

Williams mentioned to the applicant that they already have a stipulation for five (5) years, will it be a problem to come back to the commission for a review in five years? Applicant responded that would not be a problem, and the sign will be well maintained. Commissioner Wilder mentioned that the only concern that she would have had was lighting, but there is none proposed for this sign. Commissioner Poslaiko mentioned that it was a handsome sign, and that they are going to maintain it, but maybe the commission would like to put a stipulation that they have to maintain the sign. Commissioner Narwid added that a stipulation stating that the entire sign and parts be removed at the end of their time. Commissioner Wasden agreed with Commissioner Narwid that a stipulation state that the sign be removed entirely. Vice Chairman asked the Commission how they would like to stipulate the sign. Chairman Kiyler responded that any sign changes within the time frame specified, that they come to the commission for approval.

**Motion:** *To Approve PCU 16-008 Mesquite Hills Special Directional Sign with the following stipulations:*

- 1. That project is developed in conformance with the development plans submitted for the August 15, 2016 Planning and Zoning Commission meeting.*
- 2. A sign permit shall be applied for, and approved by staff, within six (6) months from the date of approval by the Planning & Zoning Commission or the Conditional Use Permit shall be subject to revocation procedures.*
- 3. That the Special Directional sign be granted for a period of 5 (five) years at which time the applicant can request an extension or sign to be completely removed within sixty (60) days.*
- 4. A Certificate of Zoning Compliance documenting the completion of Conditional Use Permit conditions shall be issued upon completion of the sign as presented.*
- 5. That the Special Directional sign comply with all requirements of Section 405.G.9 of the City of Cottonwood Zoning Code.*
- 6. The sign and structure be removed at end of use.*
- 7. Any changes made to the sign within the timeframe be brought to the Planning & Zoning Commission for approval.*

**Made by:** *Vice Chairman Williams*

**Second:** *Commissioner Narwid*

**Vote:** *Unanimous*

- 2. DR 16-016 3 KINGS KASBAR-** Request for Design Review Approval for the renovation of an existing building in Old Town, to include outdoor seating. Address: 102 E. Pima St. APN: 406-34-052. Owner: Verde Valley Entertainment Group LLC. Agent: Dan Surber. Below is Nejad's report:

## STAFF REPORT

**TO:** Planning and Zoning Commission  
**FROM:** Scott Ellis, City Planner  
**THROUGH:** Berrin Nejad, Community Development Director  
**HEARING DATE:** August 15, 2016  
**PROJECT NUMBER:** DR 16-016 3 Kings Kasbar

The applicant is requesting Design Review approval for the renovation of an existing building in Old Town, to include outdoor seating.

### PROJECT DATA AND FACTS:

<b>Applicant/Agent</b>	Dan Surber
<b>Owner</b>	Verde Valley Entertainment Group LLC
<b>Location of Property</b>	102 E. Pima Street
<b>Present Zoning and Land Use</b>	C-1 (Light Commercial) – Vacant Building
<b>Description of Applicant's Request</b>	Renovate site to allow for a restaurant/bar and outdoor seating.

### LAND USE:

<b>Description and Character of Surrounding Area</b>
The site is located at 102 E. Pima Street, in Old Town, across from the Outdoor Activity Park. The property currently has two structures on it.  <b>North:</b> R-2 – Single Family/Multiple Family Residential – Residential homes. <b>East:</b> C-1 – Light Commercial – Residential home and a vacant lot. <b>South:</b> C-1 – Light Commercial – Old Town Activities Park. <b>West:</b> C-1 – Light Commercial – Residential homes.

### PROJECT PROPOSAL:

#### Background:

In 2014, the Commission approved a Conditional Use Permit for this location to include interior and exterior remodeling to allow light manufacturing and wine tasting with an outdoor patio to enjoy.

The new owner of the property would like to remodel the existing buildings to include an

event hall and a restaurant/bar. The larger building has most recently been used as a church but has sat vacant for several years. A new outdoor patio will be included with the remodel.

At this time outdoor entertainment is not proposed, however, any future outdoor entertainment will require a Conditional Use Permit.

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 Event Hall and 1 Restaurant/Bar
Number of Stories	1
Square Footage	~3,000 sq.ft. Event Hall ~1,800 sq.ft. Restaurant/Bar

**Parking:**

Due to its location and lot coverage, this property does not allow for off-street parking and is being allowed the proposed use without requiring additional parking.

**Lighting:**

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

**Signage:**

The applicant is proposing new signage for the two buildings and associated businesses. The sign plan included with the submittal is preliminary and may change. The applicant would like the opportunity to make sign changes to be approved by staff.

**Access:**

Access to the building will be off E. Pima Street.

**Landscape Plan:**

A landscape plan has been submitted with plants chosen from the City's approved plant list in the Landscape Ordinance. Plants to be utilized include Red Yucca, Photinia, Italian Cypress, Heavenly Bamboo, and an herb garden.

**Utilities:**

All necessary utilities are available to the site.

**Architecture, Materials, Colors:**

The larger building on the property will not have any structural exterior changes done, but it will have new painting, decoration, and signage. The smaller building will be converted to allow an indoor/outdoor bar concept with a garage door type opening. The former gazebo in front of the small building will be replaced with a steel or wood portico for shade and new paves or concrete will be placed in the courtyard. New landscaping improvements will also be included.

**CRB Review:**

This project was reviewed by the Code Review Board on May 3, 2016 for the event hall use, and July 12, 2016 for the restaurant/bar use. The applicant will be required to meet all comments and conditions 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 plans submitted July 25, 2016, modified and resubmitted August 4, 2016, and as may be further modified by the Planning Commission.
2. That the project conforms to Code Review Board comments dated May 6, 2016 and July 15, 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 Narwid asked if the alley was public property? Staff responded yes. Commissioner Narwid asked what the alley will be used for, and the outdoor seating area that is proposed, has the applicant addressed the noise? Applicant responded that the alley will not be used for parking, the exterior paint was brought to the commission at the last meeting, the property is available for historic landmark designation so they will not be doing anything architecturally, and at this time there is not outdoor music. Commissioner Narwid reiterated that there will not be outdoor music at this time. Applicant responded that they will apply for a Conditional Use Permit in the future if they decide to have outdoor music. Commissioner Wasden mentioned for clarification that the alley is public and see no issues with that; likes the colors of the building and what the applicant has done with the property, it is an improvement from what was there. Vice Chairman Williams mentioned that if the applicant wants to use outdoor music at one point they may want to look at the wall buffering the residence. Commissioners Poslaiko and Narwid both wished the applicant good luck and thought that they had a very nice looking project. Commissioner Wasden told the applicant that he appreciates the completeness of the submittal. Chairman Kiyler also mentioned to the applicant that he liked it and wish you the best.

**Motion:** *To approve DR 16-016 3 Kings Kasbar with the following stipulations:*

1. *That the project is developed in conformance with the plans submitted July 25, 2016, modified and resubmitted August 4, 2016.*

2. *That the project conforms to Code Review Board comments dated May 6, 2016 and July 15, 2016.*
3. *A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by Planning & Zoning Staff.*
4. *The applicant shall submit any sign changes to the Commission.*

*Made by: Vice Chairman Williams*  
*Second: Commissioner Narwid*  
*Vote: Unanimous*

DISCUSSION ITEMS (NONE)

INFORMATIONAL REPORTS AND UPDATES

*There was a brief update/discussion in regards to the following, no action was taken, and these were only for informational purposes.*

1. Introduction of Carolyn
2. Treasure Junkies
3. September Planning & Zoning Meeting already has a full agenda
4. Galpin RV temporary modular building
5. Supreme Court Ruling on Signage, our Sign Code will be changing
6. Recommendation regarding AirBnB

ADJOURNMENT

Meeting adjourned at 7:02 p.m.