

Official Minutes of the City of Cottonwood  
Planning & Zoning Commission Regular Meeting  
Held, October 21, 2013, 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 6:00 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

Dan Lueder, Development Services General Manager  
Berrin Nejad, Community Development Director  
Christina Papa, Administrative Coordinator, Recorder  
Scott Ellis, Community Development Planner

CALL TO THE PUBLIC (NONE)

APPROVAL OF MINUTES OF SEPTEMBER 16, 2013

**Motion:**            *To approve the minutes of 9/16/13 with corrections.*

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

**Motion:**        *To come back to unfinished business.*

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

NEW BUSINESS

1. **ZO 13-022 SKYLINE APARTMENTS-** Consideration of a rezoning on three (3) parcels from Single Family Residential (R-1), Single Family Residential/ Multifamily (R-2), Multiple Family Residential (R-3), and Light Commercial (C-1) to Planned Area Development (PAD). PAD is required in order to convert existing apartments to condominiums and build additional condominiums in the future as housing market demands, on 5.78 acres, located between 16th and Main Streets. APN 406-06-364G, 406-06-029M, and 406-04-040. Address: 840 & 842 S. Main St. Owner: Skyline Apartments, LLC & Seabourn, LLC. Agent: Mike Gardner.

Staff recommended to Commission that this item be tabled until next meeting on November 18, 2013 due to information that staff received late Monday afternoon. Chairman Kiyler asked what City Attorney advised, and staff responded that City Attorney advised we table this item until next meeting to allow staff time to respond and research allegations.

**Motion:** *To table this item until November 18, 2013 meeting.*

**Made by:** *Commissioner Lovett*

**Second:** *Commissioner Rosen*

**Vote:** *Unanimous*

2. **PCU 13-023 SONORA TAQUERIA-** Consideration of a Conditional Use Permit to enable placement of Sonora Taqueria, a mobile food truck, in C-2 zoned property located at the corner of Zalesky Road and 89A occupied by the Rio Verde RV Park. APN 406-07-011C. Address: 3420 E. State Rte. 89A. Owner: Joy Kim. Agent: Sergio Tadeo.

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

The applicant is requesting approval of a Conditional Use Permit to operate a mobile food truck. The proposed site for this activity is located on a vacant lot west of Hwy 89A across from Zalesky Road and is zoned C-2 (Heavy Commercial). Currently the applicant is operating with a Temporary Use Permit pending approval of a Conditional Use Permit with this application. The owners of this parcel also own the adjacent Rio Verde RV Park and have given permission to the applicant to conduct business on the vacant land.

**PROJECT DATA AND FACTS:**

<b>Applicant</b>	Sergio Tadeo
<b>Property Owner</b>	Joy Kim

<b>Location of Property</b>	3420 E State Route 89A
<b>Present Zoning and Land Use</b>	C-2 (Heavy Commercial)
<b>Description of Applicant's Request</b>	Operation of a mobile food truck.

**LAND USE:**

<b>Description and Character of Surrounding Area</b>
The site is on the edge of the city boundary located off Hwy 89A on the north side of Zalesky Road. Surrounding properties are zoned C-2 (Heavy Commercial), NF (National Forest), and Yavapai County zone C2-3 (Commercial; General Sales/Services, Minor Industrial). Adjoining the vacant lot is a RV Park with full and part time residents.

<b>Adjacent Land Uses and Zoning</b>	
<b>North:</b>	AR-20 _Agricultural Residential – Residences
<b>South:</b> (Across 89A)	C2-3 & R1-18 _Yavapai County Zoning – Commercial businesses/residences
<b>East:</b>	NF _Coconino National Forest – Vacant
<b>West:</b>	C-2 _Heavy Commercial – RV Park

**PROJECT PROPOSAL:**

<b>Background</b>
The site is currently vacant and undeveloped with no permanent structures associated with it. Applicant would like to park a mobile food truck at the site to provide customers a quick meal. The property is large and can accommodate a large volume of customers. The applicant will provide a shade structure with tables and chairs for customers to enjoy meals on site. Yavapai County Health Department has inspected and approved the food service they provide. Cooking is done at an off-site location and brought to the property for preparation of various meals. The business will be open Thursdays through Sundays from 8:00am to 8:00pm and the truck is not left on site when closed for business.
The proposed use is in accordance with the <i>Cottonwood Zoning Ordinance</i> for a C-2 zone with a Conditional Use Permit.

**Parking:**

The site does not contain dedicated parking stalls, but is open enough to accommodate a large traffic volume.

**Signage:**

The applicant will place permitted A-Frame signs adjacent to 89A in accordance with Section 405 (Signs) of the City of Cottonwood Zoning Ordinance. Signs will be removed when closed for business.

**Access:**

Access to the property is available off 89A and is controlled by a traffic signal that allows for safe entering/exiting. There is a curbed entrance to the property that is partially paved.

**Landscape Plans:**

No additional landscaping is necessary and there is existing landscaping on the site that will serve as screening from 89A. The food truck will set back far on the property. All the existing trees and shrubs will remain.

**Utilities:**

Water is available to the food truck via the RV Park. No additional utilities are required or used by the applicant.

**CRB Review:**

This project was reviewed by the CRB (Code Review Board) on August 27, 2013 and applicant has already met the requirements from staff.

**RECOMMENDATION:**

Staff has reviewed this project and finds it fits within the Cottonwood Zoning requirements, therefore recommends approval of PCU 13-023 subject to the following stipulations.

1. That the project conforms to Code Review Board comments dated 08-27-13.
2. Any other stipulations the Planning & Zoning Commission deems necessary.

Chairman Kiyler asked about the current parking lot/parking space at the location, and if it was sufficient in meeting City Ordinance Code. Staff responded that that issue was not brought up at the CRB meeting. Chairman Kiyler then responded about the dust caused by the gravel parking lot. Staff responded that was not something that they had considered, because it was not mentioned at CRB. Commissioner Wasden asked about Health Department Verification and if staff had received and reviewed it. Staff mentioned that we do receive Health Department documents at the time of CRB, and that staff has received their Health Department Certification and had reviewed it. Commissioner Rosen asked about a structure or something to hide the tables and chairs when they are closed for business as they are stacked up along the side of the tent. Applicant had offered to take the table and chairs home when the business is closed if that would help. Commissioner Rosen suggested that if the wall of the tent can roll down that can be used to hide the table and chairs during non-business hours. Applicant said that they do come down and they will do that when they close. Commissioner Lovett mentioned that they

are open until 8 pm and inquired about lighting being used, and if it complies with the Dark Sky Ordinance. Applicant had mentioned that there is an existing street light that is right above their location that they use for lighting, they do however have one other light that they use, and assured the commission that it points down, and would comply with the Dark Sky Ordinance. Commissioner Williams had mentioned when he went by the location that everything was neat and clean, and that he recommends that there be a stipulation that this comes back to the commission in one year.

**Motion:** *To approve the PCU with the stipulation that it comes back to the commission in one year*

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

3. **DR 13-024 RIDGECREST TOWNHOMES-** Consideration of Design Review associated with the new construction of townhomes to be located between 12<sup>th</sup> Street and 16<sup>th</sup> Street. Currently property is zoned R-2. Address: n/a. APN 406-06-456B. Owner: Jackson Investment Properties, LLC. Agent: Bill Jackson.

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

The applicant is requesting approval of a Design Review application to develop his vacant land for townhomes. The proposed site is located between 12<sup>th</sup> Street and 16<sup>th</sup> Street, and is zoned R-2(Single Family/Multiple Family Residential). Currently the site consists of one parcel, but will be broken into three parcels, with construction of the homes to be completed in phases.

**PROJECT DATA AND FACTS:**

<b>Applicant/Owner</b>	Bill Jackson
<b>Project Manager</b>	Bill Jackson
<b>Location of Property</b>	Between 12 <sup>th</sup> Street and 16 <sup>th</sup> Street, South of 89A, North of Fir Street.
<b>Present Zoning and Land Use</b>	R-2 (Single Family/Multiple Family Residential)
<b>Description of Applicant’s Request</b>	Phased development of a vacant lot to provide duplex “townhome” style apartments.

**LAND USE:**

<b>Description and Character of Surrounding Area</b>	
<p>The site is east of 12<sup>th</sup> Street and west of 16<sup>th</sup> Street. It is surrounded by C-2 (Heavy Commercial), R-2 (Single Family/Multiple Family Residential), and AR-43 (Agricultural/Residential) properties. The property is surrounded by a vacant lumber yard/retail store on the north side, the east and south are assisted living homes, and located to the west there are single family residential homes. Currently, the proposed site is vacant and undeveloped land.</p>	

<b>Adjacent Land Uses and Zoning</b>	
<b>North:</b>	C-2_Heavy Commercial - Vacant lumber yard/retail store.
<b>South:</b>	R-2 _Single Family/Multiple Family Residential – Assisted Living housing.
<b>East:</b>	R-2 _Single Family/Multiple Family Residential – Assisted Living housing.
<b>West:</b> (Across 12 <sup>th</sup> Street)	AR-43 _Agricultural Residential – Single Family homes.

**PROJECT PROPOSAL:**

<b>Background</b>
<p>The site is currently vacant and undeveloped. The applicant/owner will begin development of the land in phases, after splitting the single parcel into three separate parcels. Phase 1 will consist of constructing two duplex apartment buildings. They will be built in a “townhome” style and will be 2 bed/2 bath, with a two car attached garage. Development of future phases will be based on the final approved design for the 12<sup>th</sup> Street improvement project by the City of Cottonwood.</p> <p>The proposed development is in accordance with the <i>Future Land Use Map</i> according to the Cottonwood General Plan, consisting of High Density Residential Development. It also meets the requirements of the R-2 (Single Family/Multiple Family) zoning designation as described in Section 414 of the Cottonwood Zoning Ordinance.</p>

**Site Design (Exhibit 2)**

<b>Land Use</b>	
Percentage of site devoted to building coverage	21%
Percentage of site devoted to driveways/hardscape	23%
Percentage of site devoted to landscaping	41%
<b>TOTAL</b>	<b>85%</b>

**Structure Design (Exhibit 3)**

Number and Proposed Use of Building	2 Buildings for a total of 4 Residential
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(Phase 1)	homes.
Number and Proposed Use of Building (Complete Project)	Up to 20 Buildings for a total of 40 Residential homes (contingent on what City does with 12 <sup>th</sup> Street improvements, which may cause the loss of 6-8 structures).
Number of Stories	1(for all buildings)
Square Footage	1,174 sq.ft. Livable Unit Area (per residence) 478 sq.ft. Garage (per residence) 1,652 sq. ft. Total Footprint (per residence) 12,606 sq. ft. Landscape 7,052 sq. ft. Hardscape (Road/Driveways)

**Parking:**

Each residence will have a two-car garage and a concrete driveway for parking. Additional parking will not be included in the first phase of development (Exhibit 2).

**Lighting:**

Lighting will comply with Dark Sky regulations. Recessed lighting will be installed in the entry way and above the garage of each residence.

**Signage:**

The applicant does not propose to have any signage at this time.

**Access:**

Access for the first phase will be from Skyline Dr. west of 16<sup>th</sup> Street. The applicant will construct the street continuing Skyline Dr. into the proposed development. Future phases may include access to 12<sup>th</sup> Street (Exhibit 2).

**Landscape Plans:**

The landscaping plans are submitted and reviewed by staff. The site is not yet developed and is currently covered by typical desert scrub vegetation for the area. The submitted plan incorporates landscaping along the new street and additional landscaping to be placed in front of, and surrounding the buildings. Landscaping will include Ash Modesto trees, shrubs & groundcovers, and various sized rocks. One inch layer of crushed flagstone or degraded gravel will be placed over a layer of commercial grade filter fabric in landscaped areas. All landscaping will adhere to requirements/recommended plants as per the Cottonwood Landscaping Ordinance (Exhibit 4).

**Utilities:**

All utility plans will be submitted to Public Works/Streets for approval and requirements prior to site improvements/development.

**Architecture, Materials, Colors:**

The buildings will be constructed of typical structural grade lumber and concrete masonry where applicable. All structures and materials will meet International Building Code requirements. Olive colored architectural grade asphalt shingles will be used on the roof. A 2x6 moss-green wood fascia will surround the building, and garage doors will be

deep recessed mocha color. Buildings will have an exterior finish using Western-1-Kote stucco with a leather-tan color (Exhibit 5). HVAC units will be roof mounted (Exhibit 3).

**CRB Review:**

This project was reviewed by the CRB (Code Review Board) on August 20, 2013 and applicant has already met most of the requirements from staff, anything remaining will be met before the building permit is issued.

**RECOMMENDATION:**

Staff has reviewed this project and finds it fits within the Cottonwood General Plan Land Use and Zoning requirements, therefore recommends approval of DR 13-024 subject to the following stipulations.

1. That the project is developed in conformance with the site and landscape plans submitted 09-17-13 and as may be further modified by the Planning Commission.
2. That the project conforms to Code Review Board comments dated 08-23-13.
3. Any other stipulations the Planning & Zoning Commission deems necessary.

Commissioner Wasden had asked if staff had received any physical samples of the materials that will be used for this project, and also inquired about size and height of plants that will be used. Staff had not received physical samples of the materials that will be used, and the landscaping plan that was submitted meets the landscaping requirements. Applicant responded with pictures of an existing project to show colors he will use, and roofing material, etc. Applicant had also mentioned to commission that the landscaping will meet all City Ordinance requirements. Applicant also specified to commission that today he is only looking to get approval on the two buildings, and that future projects be approved at a later time. Commissioner Wasden also asked if the buildings will be more esthetic. Applicant said that there are three different designs that will meet that requirement. Commissioner Cox asked about access to the homes, if there will be one way in and out and will the asphalt just end. Applicant responded that as of right now there will be one way in and out of development, however, at the end of the development there will be a cul-de-sac where vehicles and fire will have access to turn around to get out. The commission opened floor to the public, it was brought up by the public concerns about traffic and the future development and what impact that would have. Applicant responded to public's concerns.

***Motion: To approve DR 13-024 with the following stipulations: That the project is developed in conformance with the site and landscaping plans, the project conforms to Code Review Board comments, and that the approval is for the two proposed buildings and that all future projects are to be brought back to the commission for review.***

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

### DUSCUSSION ITEM

#### 1. Offsite Signage

Staff presented the commission with offsite signage request. Staff had mentioned to commission that currently the City Ordinance does not allow off premise signs. There have been several businesses that have approached the City that do not have main street frontage about having off premise signs. Staff thought that if the City put in various monument signs (City Owned) that would help the businesses that do not have main street exposure. The monument sign would be City property and the City will rent space on the signs to allow different businesses the chance to have that exposure. Staff also mentioned that this week there will be a mailer going out to all registered business owners in regards to the City's policy on signs. Commissioner Wasden thought that the flyer was a good idea. Commissioner Lovett thought that what staff presented is important to local businesses and the commission should take it into consideration. Commissioner Wasden had some concerns in regards to how many monument signs will be put up and if that will cause more clutter. Commissioner Wilder had thought that it is good to work with the community in regards to helping businesses and this would help the sign saturation. Commissioner Cox had mentioned that if the City is paying for the monument signs will they be on City property. Staff said that they will be put in the City's right of away, so it will be a little further back from the street. Chairman Kiyler would like to know the City Attorney's view on it. Staff responded with comments from the City Attorney. Commission opened floor to public, local business Cork & Catch told commission their concerns and how it has affected their business by not being able to have offsite signage. They brought up concerns of several commercial properties that are located off of side streets that do not have any main street exposure, and are difficult to locate. Staff is looking to get feedback from commission if this is an item that is worth the time and research to bring back next meeting for consideration. Commission would like staff to bring this back at the November 18, 2013 meeting.

### UNFINISHED BUSINESS

#### 1. Tractor Supply Sign

**Motion:** *To approve sign*

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

2. Rheem Adult Day Care Sign

*Motion: To approve sign*

*Made by: Commissioner Lovett*

*Second: Commissioner Cox*

*Vote: Unanimous*

INFORMATIONAL REPORTS AND UPDATES

Staff mentioned to the commission that there will be a joint session with City Council and Planning and Zoning on November 12, 2013 at 6 PM in the Council Chambers. The demolition permit has been issued for Tractor Supply so construction will be starting soon. IT is still working on getting the iPads updated for commissioners. Electronic sign ordinance has been approved by City Council. General Plan meetings are being scheduled the tentative open house events are December 12, 2013, and January 9, 2014. The flyer to registered businesses in regards to the City's current sign ordinance will be mailed out this week.

ADJOURNMENT

Meeting adjourned at 7:25 p.m.