

**Summary of Actions Taken by the City of Cottonwood Planning and Zoning Commission**

Meeting held November 16, 2009 6:00 p.m. at the

City of Cottonwood Council Chambers

826 North Main Street, Cottonwood, Arizona

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*This summary is a statement of legal actions taken by the Cottonwood Planning and Zoning Commission at regular meeting pursuant to A.R.S. § 38-431.02(D), and is being provided as required by A.R.S. § 38-431.01(D.).*

Commission Members Present: Chairperson Ed Kiyler, Vice Chair Diane Lovett, and members Raymond Cox, Jake Gonzales, Richard Kevin and Judd Wasden.

Staff Members Present: Community Development Director George Gehlert and Administrative Coordinator Leslie Wager

CONSIDERATION OF MINUTES

The Commission unanimously approved the regular Commission meeting minutes of 10/19/2009 as written.

**Motion:** *Approve minutes from 10/19 /2009 as written*  
**Made by:** *Gonzales*  
**Second:** *Kevin*  
**Vote:** *Unanimous*

UNFINISHED BUSINESS

**1. Monthly update regarding proposed annexation of State Trust Land**

Director Gehlert stated the annexation so far has been a year long process with citizen involvement due to several public meetings. The process will end with a zoning entitlement which is another 2 years out. Director Gehlert stated the consideration of the Cottonwood/Clarkdale boundary agreement has put the State Trust annexation on hold for now but will resume shortly.

**2. Discussion regarding possible General Plan amendment process pertaining to “procedural calendar.”**

The General Plan amendment process was revised two years ago; the current amendment being proposed would establish a timeline for General Plan procedures and requirements. The process would mandate submittal by April for meetings in May and September resulting in a final decision being reached in December.

**3. Update and discussion regarding Design Review Manual and related Special Area Planning process.**

Director Gehlert noted the discussion has been ongoing for 5-6 months on tangible design criteria. The Design Review Manual would be a working manual for the Commission which would create a better way to address development in the City. Staff anticipates launching into this project after the holidays beginning with the review of context studies for various portions of the City.

NEW BUSINESS

- 1. PCU 05-031 and DR 05-031** Extension of time associated with a Conditional Use Permit for Mago Gardens Shuttle Stop and Welcome Center. The request also provides for Design Review associated with proposed amendments to the site plan. The site includes 6.4 acres, zoned AR-70 (Agricultural/Residential) located at the north corner of the intersection of SR 89A and Bill Gray Road. Address: 3420 E. Hwy 89A. APN: 407-23-019, 407-23-003T, and 407-23-003Y. Owner: Oasis Arabians LLC. Agent: Amy Ko.

**Motion:** *To table PCU 05-031 and DR 05-031 until the next P&Z meeting scheduled for 12/21/09 with the stipulation for granting the temporary placement of a 50 foot tall statue on site for one week , during a scheduled event on December 16, 2009.*

**Moved by:** *Wasden*

**Second:** *Kevin*

**Vote:** *4-2 in favor of approval (Ed Kiyler and Raymond Cox were opposed)*

#### DISCUSSION ITEMS

1. Possible rescheduling of December P&Z Commission meeting. Director Gehlert stated the hearing calendar stated December 21, 2009 for the next meeting. Usually the December meeting is moved ahead a week due to the holiday. Director Gehlert asked the Commission if they would like the meeting to be moved to December 14 or remain scheduled for December 21. The Commission unanimously agreed to keep the original meeting date of December 21, 2009.
2. Possible future work sessions. Director Gehlert stated there are no work session planned for the remainder of the year, they will resume after the holidays. There will be a possible Planning and Zoning orientation and training session on January 13, 2009 (after the vacant P&Z seat is filled).
3. Review of Departmental reports. No questions were asked nor comments made.
4. Miscellaneous Updates. Director Gehlert stated the process to fill the vacant P&Z Commission member seat is ongoing. The City started accepting applications a month ago and the City Council will fill the seat in January. Two Commission member terms are also due to expire; both Kevin and Lovett expressed the desire to serve another term.

Quail Canyon is another possible annexation for the City Council to consider.

Upcoming projects: Dollar General; and Infinia Health Care, a 4500 square foot expansion.

The Gardner property acquisition has slowed down due to a recently discovered landfill on back of property.

#### INFORMATIONAL REPORTS AND UPDATES

There were no informational reports or updates.

#### ADJOURNMENT

Chairperson Kiyler adjourned the meeting at 9:06 p.m.