

Official Minutes of the City of Cottonwood  
Planning & Zoning Commission Regular Meeting  
Held, December 9, 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

Vice Chair Lovett called the meeting to order at 6:05 p.m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Diane Lovett, Vice Chair      Robert Williams  
Philip Rosen                      Judd Wasden  
Jean Wilder

Planning & Zoning Commission Members Absent

Ed Kiyler- Came later in the meeting  
Ray Cox

Staff Members Present

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

CALL TO THE PUBLIC (NONE)

APPROVAL OF MINUTES OF NOVEMBER 18, 2013

**Motion:**            *To approve the minutes of 11/18/13.*

**Made by:**        *Commissioner Williams*

**Second:**        *Commissioner Rosen*

**Vote:**            *Unanimous*

UNFINISHED BUSINESS (NONE)

NEW BUSINESS

1. **PCU 13-029 MT. HOPE FOODS-** Consideration of an amendment to an existing Conditional Use Permit for an expanded wholesale operation, in C-1 (light commercial) zoned property located at 851 & 853 S. Main St. APN 406-04-033B & 406-55-014. Address: 851 S. Main St. & 853 S. Main St. Owner: Sarisa, LLC. Agent: Hank Chaikin.

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

The applicant is requesting approval of an existing Conditional Use Permit to expand wholesale operations into two existing buildings located on the property. The site is located at 851 and 853 S. Main Street (old Desert Dancer building and current Mount Hope Foods building). The location is zoned C-1(Light Commercial) which allows wholesale establishments with a Conditional Use Permit.

**PROJECT DATA AND FACTS:**

<b>Property Owner</b>	Sarisa L.L.C.
<b>Agent/Representative</b>	Hank Chaikin
<b>Location of Property</b>	851and 853 S. Main Street
<b>Present Zoning and Land Use</b>	C-1 (Light Commercial, retail establishment)
<b>Description of Applicant’s Request</b>	Obtain renewal and modification of an existing Conditional Use Permit to allow expansion of wholesale activity within two buildings located on the property.

**LAND USE:**

<b>Description and Character of Surrounding Area</b>
The site is on the northeast side of Main Street. It is bordered by C-1 (Light Commercial) on the north with a used car lot and vacant land, C-1 (Light Commercial) on the west (across Main Street) with a gas station, C-2 (Heavy Commercial) on the east with a private parking lot, and C-1 (Light Commercial) to the south with a gas station.

**PROJECT PROPOSAL:**

<b>Background</b>	
<p>One of two buildings on the property is currently used as a retail grocery store. An existing Conditional Use Permit allows wholesale operations which are currently taking place in the back of the grocery store. The other building on the property is divided into several retail stores with a portion currently vacant. The applicant would like to continue with existing wholesale activity and expand into the vacant portion of the adjacent building. A minor change to the outside of the second building will include installing two glass swinging doors to provide easier access.</p> <p>The proposed project is in accordance with the <i>Future Land Use Map</i> according to the Cottonwood General Plan, consisting of General Commercial along Main Street. It also meets the requirements of the C-1 (Light Commercial) zoning designation for conditional uses.</p>	

**Structure Design**

Number and Proposed Use of Building	<p>1 Main building used as a retail grocery store and wholesale activities.</p> <p>1 Retail building with a vacant suite to be used for wholesale activities.</p>
Number of Stories	1
Square Footage	<p>1,110 currently used as wholesale at Mt. Hope.</p> <p>3,810 to be used in second building for wholesale.</p>

**Parking:**

Two parking spaces in front of the second building will be converted to allow a loading zone. One other parking space will be converted as an access route between the two buildings. The entire site requires a total of 49 parking spaces be provided, and there are a total of 73 spaces available.

**Lighting:**

Lighting will comply with Dark Sky regulations. Applicant will replace any non-conforming fixtures.

**Signage:**

The applicant has proposed a redesigned monument sign for the frontage along Main Street. The sign will be internally illuminated and will meet all requirements outlined in Section 405 of the City of Cottonwood Zoning Ordinance and Dark Sky regulations. It will be 60 sq.ft. and provide room for up to four (4) other tenants to advertise.

**Access:**

Access will be available via two (2) existing ingress/egress points on the property. One access point is off Main Street, and one is off Cove Parkway.

**Landscape Plans:**

The original landscaping will remain in place. A small section of graveled landscaping will be removed in front of the second building to allow a small loading zone for UPS trucks.

**Utilities:**

All utilities are currently on site and no issues exist.

**Architecture, Materials, Colors:**

The main Mt. Hope building will have no changes done to it. The exterior of the second building will have new double glass doors installed to accommodate moving of materials. Minor remodeling of the building interior will be done for the second building to accommodate wholesale activities.

**CRB Review:**

This project was reviewed by the CRB (Code Review Board) on November 12, 2013 and applicant has met all of the requirements from staff.

**RECOMMENDATION:**

Staff has reviewed this project and finds it fits within the Cottonwood General Plan Land Use and Zoning requirements, therefore recommends approval of PCU 13-029 subject to the following stipulations:

1. That the project is developed in conformance with the site plans submitted 10-28-13 and as may be further modified by the Planning Commission.
2. That the project conforms to Code Review Board comments dated 11-20-13.
3. Any non-conforming lighting meets current Dark Sky and Cottonwood Zoning regulations.
4. Any other stipulations the Planning & Zoning Commission deems necessary.

The commission wanted clarification in regards to the white lettering on their sign, staff verified that it would be opaque in color and is in compliance with our current ordinance. The commission overall was pleased with the application, Commissioner Williams thought that it would be good to approve the permit for 5 years and at that time come back for a review by the commission.

***Motion: To approve PCU13-029 with the stipulations that the project is developed in conformance with the site plans that were submitted***

*to staff on 10/28/13, that the project conforms to Code Review Board comments dated 11/20/13, that any non-conforming lighting meet the current Dark Sky and Cottonwood Zoning regulations, and that the project come back for review in 5 years (December 2018 meeting).*

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

- DR 13-0025 KOOLER ICE-** Consideration of Design Review approval to erect a small structure to dispense purified water and bagged ice, in a C-1 (light commercial) zoned property located in the northeast corner of the Food City parking lot. Address: 1419 E. State Rte 89A. Owner: Verde Valley Plaza LLC. Agent: Don Waller.

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

The applicant is requesting Design Review approval to erect a small structure to dispense purified water and bagged ice. The building will be located in the northeast corner of the Food City parking lot in a C-1 (Light Commercial Zone) which allows for the sale of food and beverage products.

**PROJECT DATA AND FACTS:**

<b>Property Owner</b>	Verde Valley Plaza L.L.C.
<b>Agent/Representative</b>	Don Waller
<b>Location of Property</b>	1419 E. State Route 89A
<b>Present Zoning and Land Use</b>	C-1 (Light Commercial, retail establishment)
<b>Description of Applicant’s Request</b>	Design Review approval to place a self-serve, free standing structure that dispenses water and bagged ice to customers.

**LAND USE:**

<b>Description and Character of Surrounding Area</b>
The site is on the northeast side of the Food City parking lot which is located on the southwest corner of SR 89A and Main Street. It is bordered by C-2 (Heavy Commercial) to the west with a vacant retail building, to the south by a PAD (Planned Area Development) with multi-family residential duplexes, C-1 (Light Commercial) on the east (across Main Street) with Safeway Shopping Center and 2 banks, C-2 (Heavy Commercial) across 89A to the north with a used car lot.

## PROJECT PROPOSAL:

<b>Background</b>
<p>The applicant is in the business of setting single kiosk water and ice machines in different locations. He owns this same set up in Flagstaff and other areas to provide a convenient service to customers. The applicant would like to bring this type of business to Cottonwood and locate the kiosk in the Food City parking lot. The machine dispenses 16lb bags of ice, and can also fill jugs with filtered water. It will be a self-serve machine and available for use 24 hours per day.</p> <p>The proposed project is in accordance with the <i>Future Land Use Map</i> according to the Cottonwood General Plan, consisting of General Commercial along State Route 89A. It also meets the requirements of the C-1 (Light Commercial) zoning designation.</p>

### Structure Design

Number and Proposed Use of Building	1 Main structure to be used for dispensing water and bagged ice.
Number of Stories	1
Square Footage	Approximately 110 sq.ft. for the structure.

### Parking:

The structure will take up approximately two (2) existing parking spaces on the north end of the parking lot facing SR 89A and parking stalls will remain on both sides of the structure for customers. No additional parking requirements are needed.

### Lighting:

All four sides of the structure can have up to two (2) encased 25w fluorescent light bulbs and applicant will ensure compliance with Section 408 of the City of Cottonwood Zoning Ordinance Outdoor Lighting Code and will meet all Dark Sky regulations.

### Signage:

Signs will be molded onto the structure and displayed on all four sides. The only proposed sign to be attached to the structure is a lighted open sign on the front.

### Access:

Access to the parking lot is available via two ingress/egress locations off State Route 89A and two ingress/egress locations off Main Street. The location of the structure and adjoining parking spaces will not create any access issues into the parking lot. The use of two parking spaces for the structure will not negatively impact parking for other tenants in the shopping center.

### Landscape Plans:

Proposed site is an existing parking lot and there will be no place for landscaping therefore, no landscape plans are proposed for this structure and location.

**Utilities:**

All utilities are currently available to the site and no issues exist.

**Architecture, Materials, Colors:**

The structure is made of an aluminum alloy frame. A canopy covers the roof-top ice maker to shield from view. The exterior of the structure will have a bluish-white paint surrounding it in order to eliminate view of the metal frame.

**CRB Review:**

This project was reviewed by the CRB (Code Review Board) on September 10, 2013 and applicant has met all of the requirements from staff.

**RECOMMENDATION:**

Staff has reviewed this proposal and it meets requirements of the Zoning Ordinance, however, staff has concerns about the location of the structure and its impact on the design criteria the City is trying to establish along the SR 89A corridor. The structure will be located within sight of a heavily traveled portion of SR 89A, and will not be screened. Staff recommends the proposal meets the following stipulations:

1. That the project is developed in conformance with the site plans submitted 10-08-13 and as may be further modified by the Planning Commission.
2. That the project conforms to Code Review Board comments dated 09-23-13.
3. Any lighting meets current Dark Sky and Cottonwood Zoning regulations.
4. Any other stipulations the Planning & Zoning Commission deems necessary.

The commission expressed great concern with the coloring of the kiosk, and the location in which it is to be erected. Commissioner Wilder mentioned that the intersection over there is already a very busy one and that the kiosk is very busy and would like to see it toned down. Commissioner Williams along with other commissioners had asked if there was any other color that could be used instead of blue and white. The applicant stated that they are prefab panels and that they cannot change the color. Commissioner Rosen along with other commissioners agreed that it is a great concept, and that it would do well here, but that they could not approve the project as is, due to the color and it not meeting what the commission had in mind and did not conform to the General Plan. The commission would like to see the kiosk pushed back in the parking lot so that it wasn't right near a main thoroughfare.

**Motion:** *To table DR 13-025 item until applicant can return with moving facility and what he can do to change the color to fit in with the General Plan.*

**Made by:** *Commissioner Kiyler*  
**Second:** *Commissioner Rosen*  
**Vote:** *Unanimous*

**Motion:** *To amend the above motion for the applicant to return to the January 27, 2014 meeting with a revised plan.*

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

#### INFORMATIONAL REPORTS AND UPDATES

1. Susan J. Rheem Adult Day Care Sign

There was a brief update made by Scott Ellis City Planner in regards to the approved sign for the adult day care facility. They have decided to reduce the signage and go with a one sided sign that faces Main St.

#### ADJOURNMENT

Meeting adjourned at 7:30 p.m.