

SUMMARY REPORT
OF ACTION TAKEN AT THE FEBRUARY 28, 2011 REGULAR MEETING OF THE
COTTONWOOD PLANNING AND ZONING COMMISSION

This summary is a statement of discussions and action taken by the Planning & Zoning Commission of the City of Cottonwood, Arizona, at their regular meeting, pursuant to A.R.S. § 38-431.02(D); and provided as required by A.R.S. § 38-431.01(D).

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

Chairman Kiyler	Diane Lovett, Vice Chair	Robert Williams
Judd Wasden	Jean Wilder	

Commissioner Speer and Commissioner Cox were absent.

Staff Members Present

George Gehlert, Community Development Director
Leslie Wager, Administrative Coordinator/Recorder
Charlie Scully, Community Development Long Range Planner
Steve Horton, City Attorney

CALL TO THE PUBLIC

This is the time for the public to comment on any matter that does not appear on the agenda. Members of the Commission may not discuss items not specifically identified on the agenda. Pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Comments are limited to five minutes for each person.

APPROVAL OF MINUTES OF JANUARY 24, 2011

Motion: ***Approve minutes from 01/24/2011 as written***

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

UNFINISHED BUSINESS (NONE)

NEW BUSINESS

1. **APPOINTMENT OF OFFICERS** Selection of Chairperson and Vice Chair for 2011.

Motion: ***To re-elect Ed Kiyler to Chairperson***

Made By: ***Vice Chair Lovett***
Second: ***Commissioner Wasden***

Vote: *Unanimous*

Motion: *To re-elect Diane Lovett to Vice Chairperson*

Made By: *Commissioner Williams*

Second: *Commissioner Wasden*

Vote: *Unanimous*

2. **PCU 11-001** Consideration of a Conditional Use Permit for placement of a guest house in an existing accessory structure located on a 1.03 acre lot in an AR-20 (Agricultural/Residential) zone. Address: 1825 East Vanderhoff Lane. APN: 406-45-007G. Owner: Joshua Capy.

Motion: *To approve PCU 11-001 with the following stipulations:*

1. *That the proposal be developed in conformance to the site plan and letter of intent dated February 4, 2011.*
2. *That the proposal continue to abide by the guest house standards set out by the Cottonwood Zoning Ordinance.*
3. *That the proposal be reviewed for compliance in one year.*

Made By: *Vice Chair Lovett*

Second: *Commissioner Williams*

Vote: *Unanimous*

3. **PCU 11-002 and DR 11-003** Consideration of a Conditional Use Permit and associated Design Review to allow conversion of an existing 7,800 sq. ft. building into a 10-unit hotel. The site includes a 0.17 acre lot in a C-1 (Light Commercial) zone in Old Town, including Lots 22-24, Block 1 of Willard Addition Subdivision. Address: 904 North Main Street. Owner: Jerome Properties LLC. Agent: Bob Backus / Backus Building Company.

Motion: *To approve PCU 11-002 and DR 11-003 with the following stipulations:*

1. *That the use comply with the site plan and letter of intent dated February 3, 2011.*
2. *That the project is developed in conformance with the Code Review comments of February 8, 2011.*
3. *That an ALTA survey be provided demonstrating the location of the planter in relation to the property boundary along Pima Street. If the planter encroaches into the right of way, a ROW permit shall be secured before those improvements are made.*
4. *That fire sprinklers be provided.*
5. *That any new mechanical units be adequately screened from view.*
6. *That a landscape plan be submitted for planned improvements to the front and side of the property, addition of any street trees and any other plantings.*
7. *That all outdoor lighting comply with Section 408 of the Cottonwood Zoning Ordinance.*
8. *That the Conditional Use Permit be reviewed in one year for compliance.*

Made By: *Vice Chair Lovett*
Second: *Commissioner Williams*
Vote: *Unanimous*

4. **ZO 10-029** Consideration of a possible amendment to the Cottonwood Zoning Ordinance to address recent State Legislation permitting the cultivation, use and sale of medical marijuana by authorized individuals within the State of Arizona. The proposed Zoning Ordinance amendment establishes performance standards for related uses and eligible zoning districts for location of dispensaries and sale of this product.

Motion: *To forward ZO 10-029 to the City Council with a recommendation to adopt, allowing for the Planning and Zoning Commission to make revisions at a later date as may be necessary.*

Made By: *Vice Chair Lovett*
Second: *Commissioner Williams*
Vote: *Unanimous*

INFORMATIONAL REPORTS AND UPDATES

A brief summary of current events by Chairperson, Commission members, and/or Community Development Director. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action.)

ADJOURNMENT

Chairman Kiyler adjourned the meeting at 8:49 p.m.