



City of Cottonwood

Community Development
Department

Annual Report
2009



Annual Report - Community Development Department

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Mission Statement

The mission of the City of Cottonwood Community Development Department is to provide professional planning and technical services to guide the orderly development of a healthy, balanced and livable community. This department administers planning services, issues construction permits, and enforces codes and ordinances in the interest of ensuring safe and attractive neighborhoods, a healthy environment and a strong, vital economy.

TABLE OF CONTENTS

Introduction	1
Planning Division	2
Current Planning	
Long Range Planning	
Building Division	3
Boards and Commissions	4
Planning and Zoning Commission	5
Code Review Board	6
Board of Adjustment	7
Ordinances	8
Design Review	10
Trainings and Conferences	12

INTRODUCTION

The mission of the City of Cottonwood Community Development Department is to ensure that the present and future growth and development of the city meets the standards set forth in the Municipal Code, Zoning Ordinance, General Plan, Building Codes and other adopted plans and ordinances so as to address the public health, safety and general welfare of citizens of Cottonwood.

The Community Development Department's goal is to provide professional planning and technical services to guide the orderly development of a healthy, balanced, livable community. This department administers planning services, issues construction permits, and enforces codes and ordinances in the interest of ensuring safe and attractive neighborhoods, a healthy environment, and a strong, vital economy.

COMMUNITY DEVELOPMENT DEPARTMENT

Staff

George Gehlert	Community Development Director
Charles Scully	Long Range Planner
Wes Ballew	Planner
Joe Steinke	Building Official
Tom Hall	Building Inspector
Leslie Wager	Administrative Coordinator
Steve Engen	Code Enforcement Officer (Retired June 2009)
Carol Hulse	Planning Technician (Retired June 2009)

Office Location

821 North Main Street
Old Town Cottonwood

Department Website

[http://www.ci.cottonwood.az.us/
communitydevelopment.php](http://www.ci.cottonwood.az.us/communitydevelopment.php)

Mailing Address

827 N. Main Street
Cottonwood, Arizona 86326

Phone Numbers

Phone: (928) 634-5505
Fax: (928) 634-0260
Building Inspection Requests:
(928) 634-0260

PLANNING DIVISION

The Planning Division manages both current and long-range planning activities:

CURRENT PLANNING

Current planning involves the management of all development applications, which are reviewed for compliance with the Zoning Ordinance, General Plan and other code documents. This includes: general development proposals, as well as rezonings, subdivisions, minor land division, master planned developments, annexation, conditional use permits and variances. The process may include initial contact with applicants, preliminary meetings with the Code Review Board and additional presentations to the Planning and Zoning Commission, Board of Adjustment and/or City Council.

LONG RANGE PLANNING

Long-range planning includes research and development for General Plan and Zoning Ordinance amendments, and other duties which address the future interests of Cottonwood. Long-range planning includes special studies, program analysis, code amendments and plan development that affect the long term well-being of the city. The City's General Plan, approved by the voters in 2004, is the primary guide for long-range growth and development.

2009 long-range planning projects included the following:

Cottonwood Bike Plan
Wood Stove / Fireplace Ordinance
Noise Ordinance
Graffiti Ordinance

Camping within the City Limits
Sign Walkers
Group Home, Boarding House and other institutional type housing
Landscaping Requirements
Design Review Amendments
Zoning Clearance Procedures
General Plan, Administrative Process Update

BUILDING DIVISION

Joe Steinke Building Official

Tom Hall Building Inspector

The **Building Division** has the responsibility of ensuring that all structures and development within the city limits are constructed and maintained to comply with the minimum safety standards set forth in the 2003 International Building Codes, 2002 National Electrical Code and the 2003 International Fire Code. This includes code review, plan review, issuing building and grading permits, field inspections, complaint investigations and related enforcement activities.

Cottonwood Building Code: 2003 International Building Codes, with local amendments.

Total Construction Permits issued in 2009: 201

This includes residential, commercial and industrial projects, as well as miscellaneous permits, such as sewer hook ups, fences, gas lines, electrical, fire sprinklers and grading permits.

Residential Permits Issued:

In some cases permits were issued but construction has not begun.

Single-Family Residential:	1 (constructed)
Multi-Unit:	0 (Apartments & Condominium units)
Manufactured Home:	6
Net Residential Growth:	7 Dwelling Units
Residential additions:	5,605 square feet (total)

Non-Residential Development Permits Issued:

This list does not include renovated space, tenant improvements of existing properties or miscellaneous minor permits, such as utility permits, accessory structures, etc. Permits representing new non-residential construction or net growth include the following:

<u>Permits</u>	<u>Total new floor area for permits issued 2009</u>
Retail / Service	14,238 square feet (total)
Office / Medical	9,000 square feet (total)
Industrial / Airport	17,111 square feet (total)
School	0 square feet
Church	100 square feet (total)
Tenant Improvements	29,573 square feet: (total)

BOARDS AND COMMISSIONS

The Community Development Department provides the facilitation and staff coordination for the development process in Cottonwood. This includes providing coordination for the principal boards and commissions that help guide growth and development in the city.

Code Review Board.

The staff-level Code Review Board meets informally to provide preliminary information to applicants regarding City codes and ordinances. All applications heard by public boards begin with a review by the staff Code Review Board. The Code Review process allows applicants to meet with representatives of various departments so as to obtain preliminary technical information regarding a proposed development project prior to submitting a formal application.

Planning and Zoning Commission.

Seven-member citizen advisory board provides recommendations to the City Council regarding development proposals and other matters related to planning and development, including recommendations regarding code amendments and other long-range policies. The Commission also makes administrative decisions on Conditional Use Permits and Design Review based on the criteria and policies adopted by the City Council.

Board of Adjustment.

Five-member citizen advisory board appointed by the City Council. This board has the responsibility to make quasi-judicial decisions regarding variances and appeals of staff interpretation of codes. The decisions of this board are based on the applicable standards described in the Arizona Revised Statutes, as well as the Cottonwood Zoning Ordinance.

Design Review.

In 2009, the seven-member citizen Development Review Board appointed by the City Council was discontinued and the Design Review functions were added to the duties of Planning and Zoning Commission. Design Review is an administrative process that allows the Commission to approve, approve with conditions or deny projects based on the aesthetic characteristics of the proposal, as per the criteria and policies adopted by the City Council.

PLANNING AND ZONING COMMISSION

The seven members of the Planning and Zoning Commission are citizen volunteers appointed by the City Council to conduct hearings and make recommendations to the City Council on requests for development applications, including zoning changes, subdivisions and planned developments. The Commission also considers and makes the final decision to approve, approve with conditions or deny applications for Conditional Use Permits and Design Review.

Additionally, the Commission reviews and makes recommendations regarding amendments to the Zoning Ordinance and Cottonwood General Plan, as well as other long-range planning efforts. Members are appointed for staggered terms of three years. In 2009, the P&Z Commission included the following members:

<u>Members</u>	<u>Term Expires</u>
Edmund Kiyler, Chair	12-31-10
Richard Kevin	12-31-12
Diane Lovett	12-31-12
Jake Gonzales	12-31-10
Judd Wasden	12-31-10
Raymond Cox	12-31-11
Bob Williams	12-31-12 (Appointed Jan 5, 2010)
Pat Dixon	Resigned 2009
Darold Smith	Elected to City Council. Seated May 2009

Meetings: Third Monday of each month, except when this conflicts with scheduled holidays when the meeting is held on the fourth Monday of the month.

Time: 6 PM

Location: City Council Chambers, 826 North Main Street

Planning and Zoning Commission 2009: Nine (9) meetings

Conditional Use Permits:

Review and Amendments to existing CUPs: **Fifteen (15)**

New CUP: **One (1)**

Design Review projects: **Eight (8)**

Long-Range Planning Review: **See ordinance amendment section.**

Staff Contact: George Gehlert, Community Development Director (928) 634-5505
ggehler@ci.cottonwood.az.us

CODE REVIEW BOARD

The Code Review Board is a staff-level committee comprised of representatives from several City departments that meet to provide a coordinated review of proposed developments. The purpose of the Board is to provide prospective developers with a review of various code requirements in advance of submittal of formal development applications and/or building construction applications. All proposals that are required to submit development applications for review and approval by the Planning and Zoning Commission, Development Review Board and/or the City Council must first submit a Code Review Board application so as to ensure preliminary technical requirements are addressed prior to submittal of formal development applications.

The membership of the Code Review Board includes the Community Development Director, Public Works Director, Utilities Director, Fire Chief and Building Official or their designees, including Planner, Code Enforcement Officer, City Engineer and Fire Marshall. Code Review applications must be accompanied by a complete application, which includes the application form, the minimum number of copies of applicable plans and the application fee, which is set by the City Council. The Code Review Board typically meets once a week with a minimum of two weeks lead time required from the time of submittal.

Code Review Board Summary 2009

Meetings 2009: 18

Projects:

- Commercial Development: **10**
- Change of Use/ Tenant Improvement / Remodel: **5**
- Industrial: **2**
- Residential: **1** (Use Permit)
- Special Events: **2**
- Miscellaneous: **1**
- Subdivision: **0**
- Annexation: **0**
- Rezoning: **0**

Meetings: Tuesday mornings. Scheduling generally requires submittal of a complete application at least two weeks in advance.

Time: 9:00 AM

Location: Community Development Department Conference Room, 821 N. Main Street.

Staff Contact: Wes Ballew, Planner, Community Development Department. (928) 634-5505
wballew@ci.cottonwood.az.us

BOARD OF ADJUSTMENT

In September 2008, the City Council approved the establishment of a separate five-member Board of Adjustment comprised of residents of Cottonwood appointed by the Council. The Board acts in a quasi-judicial capacity by holding public meetings and considering evidence regarding requests for variances and appeals of decisions made by the Zoning Administrator. Variances may only be granted where it is shown that there are special circumstances applicable to the property, including its size, shape, topography, location or surroundings, so that the strict application of the Zoning Ordinance would deprive such property of privileges enjoyed by other property of the same classification in the same zoning district. Variances cannot be granted due to a self-imposed hardship or because of financial reasons. Any variance granted is subject to such conditions as will assure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity with the same zoning.

2009 Members of the Board of Adjustment:

	<u>Term Expires</u>
Walt Good	10-8-10
Millard Meccia	10-8-10
Kent Hellman	10-8-11
Robert Richards MD	10-8-11
Jean Wilder	10-8-11
Charles (Bud) Jorgensen	Resigned 2009

Variances

There was **0** Variances in 2009:

Appeals

There was **0** Appeals in 2009:

2009 ORDINANCES:

- Ord. 530** **Graffiti Code Amendments.** Municipal Code amendment to Title 9, Chapter 9.08 Offenses Against Property, adding new subsections 9.08.080 Defacement of Property, and 9.08.080 Removal of Graffiti. **Feb. 3, 2009.**
- Ord 538** **Camping Within the City Limits.** Amendments to the Zoning Ordinance Sections 201 (Definitions) and Section 404 (General Provisions) pertaining to camping on private property within the city limits. **Feb. 3, 2009.**
- Ord 539** **Camping Within the City Limits.** Amendments to Municipal Section adding a new Chapter 8.48 Camping within the City Limits pertaining to camping on public property, including streets and parks. **Feb. 3, 2009.**
- Ord. 540** **Signwalkers.** Amending the Zoning Ordinance Section 405 (Signs) to allow Sign Walkers, subject to standards. **February 17, 2009.**
- Ord. 542** **Fireplaces and Woodburning Devices.** The Municipal Code was amended adding Chapter 8.52 Regulations for Fireplaces and Woodburning Devices to address EPA standards for air quality. **March 17, 2009.**
- Ord. 543** **Noise Regulations.** The Municipal Code was amended to include comprehensive regulations regarding nuisance noise in the City, including construction noise, vehicle noise, residential and non-residential noise. **March 17, 2009.**
- Ord. 544** **Design Review.** Amend Zoning Ordinance by deleting Section 106 Development Review Board; amending Section 106 Planning and Zoning Commission to include Design Review functions and amending Section 304 Design Review to clarify and expand the scope and criteria of Design Review. **March 17, 2009.**
- Ord. 545** **Design Review.** Amend the Municipal Code Title 2 (Administration) Chapter 2.56 Planning and Zoning Commission by amending the composition and duties; and, delete Chapter 2.60 Development Review Board. **March 17, 2009.**
- Ord. 546** **Zoning Clearance.** Delete Section 303 Plan Review and replace with new Section 303 Zoning Clearance providing a procedure for various development activities to receive review for compliance with planning requirements. **June 9, 2009.**

Ord. 547 Group Homes, Boarding House and bed & Breakfast Regulations.
Zoning Ordinance amendments to Section 404 General Provisions adding standards for group Homes for the Handicapped, Boarding Houses, Correctional Transitional Facilities, Bed and Breakfast Establishments; and, amendments to Section 201 Definitions adding new definitions for various types of special needs housing. **July 21, 2009**

Ord. 554 Landscape Requirements.
An Ordinance of the City of Cottonwood, Arizona, amending the "Revised Zoning Ordinance" Section 407 Landscaping Requirements by deleting existing Section 407 Landscaping Requirements in its entirety and replacing with new Section 407 Landscaping Requirements pertaining to revised procedures and standards for required landscaping in Cottonwood. **November 17, 2009**

JOINT SESSION - CITY COUNCIL & P&Z COMMISSION:

The City Council and Planning & Zoning Commission met in Joint Session **four (4)** times for review and discussion of General Plan status, as follows:

- 1) **Mar 12: Housing / Econ Development**
- 2) **May 14: Land Use / Circulation / Growth Areas**
- 3) **Aug 13: Open Space & Recreation / Environment**

DESIGN REVIEW

The **Development Review Board** was dissolved March 17, 2009 and the duties of **Design Review** were transferred to the **Planning and Zoning Commission**. The DRB was comprised of seven citizen volunteers appointed by the City Council to review the design quality of new buildings, structures, signs, and site design. The Design Review process is to ensure that buildings and landscaping are well designed with a high quality aesthetic appearance that protects and enhances the attractive appearance of Cottonwood.

DRB membership (January-March 2009) Board disbanded March 2009

Bob Backus, Chair
Charley Anderson, Vice-Chair
Judd Wasden (appointed to P&Z Commission)
Raymond Cox (appointed to P&Z Commission)
Carole Knowles
Pat Bartmus
Diane Lovett, (P&Z Representative)

Design Review duties shifted to the Planning and Zoning Commission April 2009.

Design Review Summary: 2009

12 applications were considered by the Development Review Board and Planning and Zoning Commission in 2009. Some of these projects are in the process of development; some have chosen not to proceed with development.

Retail / Service:

DR 09-023 Dollar General Store. Main St. & Cherry

Restaurants:

DR 09-015 Panda Express renovation. E. SR 89A

DR 09-029 Denny's Restaurant exterior remodel. E. SR 89A

DR 09-012 Bing's Burgers sign remodel. Old Town. Main St.

Industrial:

DRB 08-055 Keefer Roofing. Office / Warehouse 7th Street

DRB 08-058 Omnitronix Engineering. Office / Warehouse. Justin Dr.

DRB 09-001 Crimson / Clover Warehouse. Cottonwood Business Park

Design Review Projects 2009:**Residential:**

DR 09-016 Residence for Food Bank Manager. Main St. Central Arizona Food Bank

Office:

DR 08-054 Foxworth / Galbraith remodel for City offices. Main St.

DR 09-011 Shep's Liquor sign restoration for Ledbetter Law. Old Town. Main St.

Other:

DRB 08-050 River Community Fellowship. Church Willard & SR 89A

DR 05-031 Mago Gardens site amendments. SR 89A & Bill Gray Rd

CONFERENCES AND TRAINING

Staff and board members are encouraged to attend conferences and training sessions periodically throughout the year so as to stay informed with the latest information in the field and to improve the quality of service to public. Some of the programs attended by various Community Development staff and board members in 2009 include the following:

- Arizona Planning Association Annual Conference, Prescott Valley October 2009
- Professional Development Seminars, Arizona Planning Association: Master Planned Communities Update (Verrado at Buckeye) February 2009
- Arizona Land Use Law Forum sponsored by Arizona Planning Association and Arizona Bar Association, Scottsdale. June 2009.

- Verde Valley Regional Planners Group - monthly
- Verde Valley Regional Housing Task Force - monthly
- Verde Valley Regional Trail Plan Committee - monthly
- Yavapai County Trails Committee - Bi-monthly
- City of Cottonwood Training (various safety trainings)

APPLICATION SUBMITTAL INFORMATION

Website: A number of departmental applications and forms, including Code Review applications and Minor Land Division applications, are available for downloading from the City web site Home Page under the Contact Info/Forms/Jobs drop down menu.

<http://www.ci.cottonwood.az.us>

Applications Forms: To obtain application forms for development processes including design review, conditional use, variance and zone changes, please contact George Gehlert, Community Development Director to schedule a pre-application appointment. In most cases, Code Review Board is required prior to scheduling of development applications.

Please call 928-634-5505 or email ggehlert@ci.cottonwood.az.us.