



**CITY OF COTTONWOOD
PLANNING & ZONING COMMISSION
COTTONWOOD COMMUNITY CLUBHOUSE
805 N. Main St.
Cottonwood, AZ 86326**

REGULAR MEETING
Monday, March 15, 2021
6:00 p.m.

I. CALL TO ORDER

Chairman Williams called the meeting to order at 6:00 PM.

A. Roll Call

Commission Members Present

Commissioner Romeo
Commissioner Garrison
Commissioner Disisto
Commissioner Klinge
Commissioner Richter *Arrived at 6:30 p.m.
Vice Chairman Masten
Chairman Williams

Staff Members Present

Ron Corbin, City Manager
Chris Dowell, Cottonwood Police Commander
Scott Ellis, Community Development Director
Jim Padgett, Community Development Planner
Gary Davis, Community Development Planner
Megan Russell, Community Development Administrative Assistant, Recorder

B. Approval of Minutes: March 15, 2021 Regular Meeting

Motion: To approve minutes of the March 15, 2021 Regular Meeting.

Made by: Chairman Williams

Second: Vice Chairman Masten

Vote: Unanimous

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II. INFORMATIONAL REPORTS AND UPDATES:

No updates at this time.

III. CALL TO THE PUBLIC: No Comment

IV. OLD BUSINESS:

1. **ZO 21-001 AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE ADDING SECTION 428 AR-87 ZONE, AGRICULTURAL RESIDENTIAL** – Consideration of a Zoning Ordinance text amendment to add a new Section 428 AR-87 Zone, establishing a zoning district with a minimum lot size of two acres.

Planner Davis said at last month's meeting there was a 3 to 3 vote on the original draft and it was tabled to give staff time to bring revised wording that would add manufactured homes in the AR-87 zone. Under section 428, B-2, one manufactured home or one tiny home as a permitted use was added. This is the same language this is used as other chapters to stay consistent.

Commissioner Garrison stated he is not in favor of the changes and is not in favor of allowing manufactured homes with this lot size.

Vice Chairman Masten and Commissioner Romeo were in favor of the revised wording. It is important to give home owners the options of more affordable housing in larger lot sizes.

Chairman Williams stated he had many reservations about manufactured homes going on these parcels. He does not want to see manufactured homes in every residential zone, but the intent for this zone is to split into smaller lots and may be a manufactured home subdivision.

Motion was made to recommend approval to the City Council the proposed amendments to the Zoning Ordinance adding Section 428, one omitting the words "mobile homes or manufactured homes are prohibited" from permitted uses B-1.

Made by: Vice Chairman Masten

Second: Commissioner Romeo

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Roll Call Vote:

Commissioner Romeo- Aye
 Commissioner Garrison- Nay
 Commissioner Disisto- Aye
 Commissioner Klinge- Aye
 Vice Chairman Masten- Aye
 Chairman Williams- Aye

Motion carries 5-1.

V. NEW BUSINESS:

1. **DR 21-001 BANK OF AMERICA KIOSK** – A Request for Design Review of a freestanding ATM kiosk. The subject parcel is zoned C-1 (Light Commercial), located at 611 S. Main St. APN 406-04-035A. Owner: Bank of America AZ. Applicant: Gensler PHX

Planner Padgett explained this is a Design Review request to construct a free-standing walk-up ATM Kiosk at the corner of Main Street and East Cottonwood Street. The now closed Bank of America building is located at this site and presently has a walk-up ATM and a drive-thru ATM. Currently there are 43 parking spaces, the kiosk would remove 3 leaving 40 spaces, only 17 are required. The sidewalk will be extended on the corner to provide pedestrian access.

Commissioner Garrison asked if this new ATM will replace the current walk-up ATM.

Planner Padgett replied, yes, this will replace the current walk-up ATM, but the drive-thru ATM will remain open.

Commissioner Disisto asked if the City of Cottonwood needs another ATM.

City Manager Ron Corbin replied we don't know if we need another ATM but any effort we can make to improve sidewalks are welcomed.

Commissioner Klinge voiced concerns about safety, will there be added lighting. Are there cameras in the intersection.

City Manager Ron Corbin replied the only cameras there are ADOT cameras to monitor traffic flow. None of the City's intersections have cameras currently.

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Kamini Chavda of Gensler replied the kiosk will have a camera that monitors activity around the area. Additionally, they have proposed the addition of new light poles to add additional security in that area.

Motion was made to approve DR 21-001 to allow Bank of America to construct a walk-up ATM at 611 S. Main Street subject to the following stipulations:

1. The project shall be developed in conformance with the development plans as approved by the Planning and Zoning Commission at the March 15, 2021 meeting.
2. The project shall conform to Code Review Board comments dated January 28, 2021.
3. The project shall comply with all Building, Engineering and Fire Department requirements.
4. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 12 months of the Planning Commission action.

Made by: Vice Chairman Masten

Second: Commissioner Disisto

Roll Call Vote:

*Commissioner Romeo- Aye
Commissioner Garrison- Aye
Commissioner Disisto- Aye
Commissioner Klinge- Aye
Commissioner Richter- Aye
Vice Chairman Masten- Aye
Chairman Williams- Aye*

Unanimously carried.

2. **GP 21-001 – MIHELICH** – A request for a Minor General Plan Amendment to change the Land Use Classification from Public/Semi Public/Institutional (PSP), to Neighborhood Commercial (NC), in order to combine 2 parcels with different General Plan Designations. APN: 406-42-008. Location: Approximately 150 feet South of North Main Street on the East side of North Willard Street. Owner: Kenneth A. and Jill A. Mihelich. Agent: Denise Lerette.

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Planner Padgett described the subject site being 150 feet from the intersection of North Main Street and North Willard Street. It is an odd shaped parcel with a current zoning of R-1 (Single Family Residential). Originally the owner wanted to combine the two parcels (766 N. Main and 540 N. Willard). Normally lot combinations would be a staff level approval. In this case staff was unable to combine the parcels due to having different zoning designations. The property on Main Street is zoned C-R (Commercial Residential) and the property on Willard is zoned R-1. In addition to the zoning differences the properties on Main Street have a General Plan Designation of Neighborhood Commercial, while the subject site has a PSP (Public/Semi-Public/Institutional) designation. The proposal is to change the current zoning from R-1 (Single Family Residential) to CR (Commercial Residential) and change the General Plan Designation from PSP (Public/Semi-Public/Institutional) to NC (Neighborhood Commercial).

Commissioner Disisto asked if they will be combining the two parcels if the zoning is the same.

Planner Padgett replied it is the intent of the applicant to combine the two parcels if there is a successful General Plan amendment and rezone, but the combining of the parcels is not on the agenda tonight.

Commissioner Romeo asked the Commission if they feel comfortable changing the zoning from R-1 to CR, with the understanding that any developments are subject to the City approval processes.

Commissioner Richter replied he does not want to limit the ability to sell. We would have many questions for the buyer, but it makes sense to push this forward to give the applicants the ability to try and sell it.

Commissioner Garrison said due to the parameters this is a mostly unusable parcel. This change would allow the owners to divide it into smaller sections, and each adjacent property could purchase a section to add to their property.

Director Ellis clarified the CR zoning will give them more options to do something on what is already a difficult parcel to build anything on. The R-1 setbacks makes it almost impossible to build on, the CR setbacks are a little less.

Motion was made to recommend approval to the City Council for GP 21-001 to change the General plan Amendment Designation to Neighborhood Commercial, subject to the following stipulations:

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1. The requested Minor General Plan Amendment and Rezoning approvals are only for the .45-acre site to accommodate the combination of the subject parcel with an adjacent similarly, zoned parcel, and does not include any site approval for the CR zoned parcel. Any future development of the CR (Commercial/Residential) parcel will require the appropriate review processes beginning with the Code Review Board.

Made by: Vice Chairman Masten

Second: Commissioner Romeo

Roll Call Vote:

*Commissioner Romeo- Aye
Commissioner Garrison- Aye
Commissioner Disisto- Aye
Commissioner Klinge- Aye
Commissioner Richter- Aye
Vice Chairman Masten- Aye
Chairman Williams- Recused*

Unanimously carried.

3. **Z 21-001 – MIHELICH** – A request to rezone a single parcel approximately .45 acres in size (19,602 square feet) from R1 (Single Family Residential) to CR (Commercial Residential) in order to combine 2 parcels with different zoning designations. APN: 406-42-008. Location: Approximately 150 feet South of North Main Street on the East side of North Willard Street. Owner: Kenneth A. and Jill A. Mihelich. Agent: Denise Lerette.

Motion was made to recommend approval to the City Council for Z 21-001 to change the zoning designation to CR (Commercial Residential), subject to the following stipulations:

1. The requested Minor General Plan Amendment and Rezoning approvals are only for the .45-acre site to accommodate the combination of the subject parcel with an adjacent similarly, zoned parcel, and does not include any site approval for the CR zoned parcel. Any future development of the CR (Commercial/Residential) parcel will require the appropriate review processes beginning with the Code Review Board.

Made by: Vice Chairman Masten

Second: Commissioner Romeo

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Roll Call Vote:

Commissioner Romeo- Aye
 Commissioner Garrison- Aye
 Commissioner Disisto- Aye
 Commissioner Klinge- Aye
 Commissioner Richter- Aye
 Vice Chairman Masten- Aye
 Chairman Williams- Recused

Unanimously carried.

- 4. ZO 21-003 AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTION 405 SIGNS** – Consideration of a Zoning Ordinance text amendment to Section 405 regarding height and number of signs permitted in commercial and industrial zones.

Planner Davis explained over the past year, staff has proposed many Zoning Ordinance amendments on code provisions that were causing unnecessary confusion and barriers or to eliminate inconsistencies. This proposal is for a code amendment to allow for a Conditional Use Permit to come before the Commission to allow for an additional number of signs in a shopping center. Currently a Conditional Use Permit could be applied for additional number of signs outside of a shopping center but not inside one. The second proposal is to allow a Conditional Use Permit to add additional height of a sign. In 2017 the Commission voted to reduce sign height from 15-20 feet to a max of 10 feet. Currently the code does not allow for a Conditional Use Permit to request more height on a sign. This change would allow an applicant to apply for a Conditional Use Permit to add more height to a sign.

Chairman Williams said this is a great option for people instead of a one size fits all. Rather than being a strict 10 feet they could go higher with the Commission's approval.

Vice Chairman Masten stated this is going in the right direction through a Conditional Use Permit. We have to be able to control they way they look, quality over quantity.

Commissioner Klinge agreed with the changes an extra 5 feet would make a big difference for some business.

Motion was made to recommend approval to the City Council the proposed amendments to Section 405:

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Made by: Vice Chairman Masten

Second: Commissioner Richter

Roll Call Vote:

*Commissioner Romeo- Aye
Commissioner Garrison- Aye
Commissioner Disisto- Aye
Commissioner Klinge- Aye
Commissioner Richter- Aye
Vice Chairman Masten- Aye
Chairman Williams- Aye*

Unanimously carried.

VI. DISCUSSION ITEMS: NONE

VII. SUGGESTED TOPICS FOR FUTURE MEETINGS: No Comment

VIII. ADJOURNMENT:

7:11 PM

Notice is hereby given that pursuant to A.R.S. subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. have been waived.

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