



**CITY OF COTTONWOOD  
PLANNING & ZONING COMMISSION  
COTTONWOOD RECREATION CENTER**

826 N. Main St.  
Cottonwood, AZ 86326

**SPECIAL MEETING MINUTES SUMMARY**

Monday, February 27, 2023  
5:00 p.m.

**I. CALL TO ORDER**

Chairwoman Masten called the meeting to order at 5:01 PM.

**A. Roll Call**

**Commission Members Present**

Commissioner Nelson  
Commissioner Stephens, arrived 5:49  
Commissioner Glascott  
Commissioner Gehlert  
Commissioner Klinge, arrived 5:55  
Vice Chairman Garrison  
Chairwoman Masten

**Commission Members Absent**

**Staff Members Present**

Scott Ellis, Community Development Director  
Gary Davis, Community Development Senior Planner  
Charlotte Page, Recorder  
Mayor Tim Elinski  
Christina Estes-Werther, Pierce Coleman PLLC

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## II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis introduced Commissioner George Gehlert and Charlotte Page new Administrative Assistant at Community Development.

## III. CALL TO THE PUBLIC: NONE

## IV. SPECIAL PRESENTATIONS:

Mayor Elinski introduced Christina Estes-Werther, she is with the legal team Pierce Coleman, PLLC and will support Cottonwood while the city is in transition of the City Attorney office. Christina Estes-Werther summarized her experience and gave a presentation on Commissioner responsibilities, parliamentary procedures and best practices for public hearings.

Ms. Estes-Werther reviewed the statutes that govern commissions and boards within the state of Arizona. A general overview was given as to the role of the commission, quorum and procedures to conduct the meetings.

Director Ellis noted that the intent is to have this presentation annually for new Commissioners and as a refresher for other commission members. Mayor Elinski welcomed the newer Commissioners and noted he intends to meet with oncoming members personally.

## V. OLD BUSINESS: NONE

## VI. NEW BUSINESS:

### 1. GP 23-001 – GENERAL PLAN MINOR AMENDMENT OF LAND USE DESIGNATION FROM MR TO HR – Consideration of an application to change the

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- General Plan Land Use Designation from MR (Medium Density Residential) to HR (High Density Residential) for approximately 4.2 acres located on the northeast corner of S. 7<sup>th</sup> Street and E. Aspen Street, at 185 & 195 S. 7<sup>th</sup> Street. Applicant: Andrew Tschetter, Verde Plaza Associates.
2. **Z 23-001 – ZONE CHANGE FROM R-2 TO R-3** – Consideration of an application for Zone Change from R-2 (Single Family/Multiple Family Residential) zone to R-3 (Multiple Family Residential) zone for approximately 4.2 acres located on the northeast corner of S. 7<sup>th</sup> Street and E. Aspen Street, at 185 & 195 S. 7<sup>th</sup> Street. Applicant: Andrew Tschetter, Verde Plaza Associates.
  3. **DR 22-009 – A REQUEST FOR DESIGN REVIEW FOR THE RENOVATION OF AN EXISTING APARTMENT COMPLEX AND THE ADDITION OF 18 RESIDENTIAL UNITS** - Consideration of a Design Review application for the renovation of an existing apartment complex and the addition of 18 residential units in the R-2 (Single Family/Multiple Family Residential) zone. The project is located at 185 & 195 S. 7<sup>th</sup> Street. APN 406-42-169 and 406-42-170A. Applicant: Andrew Tschetter, Verde Plaza Associates.

**Summary:** Director Ellis presented a PowerPoint presentation with detailed information regarding the three Agenda Items related to Verde Plaza Apartments. Director Ellis detailed the current site, changes to existing site and proposed changes to buildings including incorporating additional land. Director Ellis describes the new buildings blending in with the existing site. He itemized the stipulations that will be attached to the approval of the project upon the approval of GP 23-001 and Z 23-001.

Improvements are currently underway that are already approved and approval to build additional buildings on the site is pending approval of the General Plan Amendment and the change from R-2 to R-3 Zone. A new walkway, additional landscaping upgrades and a detention area is part of the planned development. Materials for the new buildings were described. The plan includes rehabilitation of existing stairs. Director Ellis presented photos and plans of the existing and planned development.

Commissioner Nelson asked why the development will not require additional parking. Director Ellis said the applicant did a parking study and based on current occupancy and proposed addition of new buildings, they were able to show there is no need for additional parking for the development. An administrative waiver has been approved. Commissioner Nelson asked if any

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ADA accessibility is needed and planned for the new development. Director Ellis referred this question to the applicant's representative.

Commissioner Gehlert commented on the positive aspects of upgrading the existing buildings and asked about the need for rezoning to R-3. With the addition of two buildings, 18 units, he suggested rezoning only the parcel that will be built as a new development. Director Ellis reviewed the proposal included shared parking between two separate parcels, both parcels will be rezoned allowing the proposed shared parking.

Vice Chair Garrison asked about a discrepancy between the landscape plan and the site plan as far as the ADA access one corner of the property. Vice Chair Garrison asked if the proposed sidewalk could be five feet wide to meet code. Director Ellis referred this comment to the applicant's representative.

Commissioner Nelson restated concerns for the ADA accessibility. Andrew Tschetter, the Applicant's representative stated the plan includes ADA accessibility for parking, accessible path of travel to and from units and access to the units. Mr. Tschetter explained that all of the existing units are being rehabbed for compliance to today's ADA codes and ADA accessible units will be provided.

Commissioner Gehlert asked about specific areas that planned for open space, the planned walkway and recreation areas that would be provided. Mr. Tschetter stated the walkway will be open to the public. Commissioner Gehlert stated he would like more shade provided for the sidewalks. Outdoor spaces for the individual units were reviewed commissioner stated he would like to see more dedicated outdoor space on the individual units. Director Ellis stated there are no requirements to provide this type of outdoor space. Mr. Tschetter stated the existing structure stairs having been condemned due to accessibility for fire. Commissioner Gehlert asked about additional screening for parking lot and the stairs of the existing structures. Mr. Tschetter described the new fencing that will be installed on 7<sup>th</sup> Street, the trash enclosures and additional screening. The existing mechanicals will be less prominent with the planned fence on 7<sup>th</sup> Street.

Vice Chair Garrison asked about the discrepancy between the landscape plan and the site plan in regard to ADA access on the corner of the property and the old sidewalks on 7<sup>th</sup> Street. Mr. Tschetter stated the corner will have ADA access and he has to update the site plan to reflect this. The existing sidewalk was planned to be reused and the vehicle cuts for access to the parking lot are planned to be reused.

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The public was invited to comment. Eric Missun, a neighbor, had concerns about fencing, he would like to see more chain link or wrought iron to minimize graffiti. He shared concern that the project may have impact to electric supply and he stated the property has been declining and he is unsure who is now directing the project, he was concerned about completion of the project as described.

Commissioner Gehlert stated he approves of the location and density of the project. He recommended more creativity on streetscaping and upgrades to the existing sidewalk, he also mentioned additional upgrades to outdoor spaces and amenities for the individual units that would be improvements. He would like to see a higher level of streetscape and more details to update the project to be more modern instead of reflecting the existing architecture.

Commissioner Nelson had no additional comments. Commissioner Stephens had no additional comments. Commissioner Glascott agrees the project improves the site and said his concerns regarding parking had been addressed. Commissioner Klinge noted she appreciated the safety concerns that are being addressed and is in support of the project.

Vice Chair Garrison noted the lack of attention that is the history of the site. He agrees that the higher density proposed is appropriate and he is supportive of the project. He would like to have the sidewalks upgraded because it is a walkable area and the trails and sidewalks will be good for the tenants and neighbors. If the retention area could be used as a park area he would prefer that. He asked the applicant's representative to review these items and consider this input.

The Chair agreed the sidewalk should be included and asked if it would present 'undue hardship' to include it in the project now. Andrew Tschetter was unable to speculate, he noted the project is an affordable housing project. Director Ellis informed the Commission that the project is receiving CDBG Funds and noted that if the sidewalk upgrade was required it was not a comment from the Code Review portion of the project.

The Commissioners agreed the upgrades are needed and would include a stipulation to include upgrading the current sidewalk to code for Agenda Item 3.

***Motion: I move to recommend approval to the City Council for GP 23-001, to change the Land Use Designation from MR (Medium Density Residential) to HR (High Density Residential) for approximately 4.2 acres located on the northeast corner of S. 7<sup>th</sup> Street and E. Aspen Street, at 185 & 195 S. 7<sup>th</sup> Street.***

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**Made by: Vice Chair Garrison**  
**Second: Commissioner Glascott**

**Roll Call Vote:**

Commissioner Stephens - Aye  
 Commissioner Glascott - Aye  
 Commissioner Klinge - Aye  
 Commissioner Nelson - Aye  
 Commissioner Gehlert - Aye  
 Vice Chairman Garrison - Aye  
 Chairwoman Masten – Aye

*Unanimously Carried*

**Motion: I move to recommend approval to the City Council for Z 23-001, to change from R-2 (Single Family/Multi Family Residential) zone to R-3 (Multi Family Residential) zone for approximately 4.2 acres located on the northeast corner of S. 7<sup>th</sup> Street and E. Aspen Street, 185 & 195 S. 7<sup>th</sup> Street.**

**Made by: Vice Chair Garrison**  
**Second: Commissioner Stephens**

**Roll Call Vote:**

Commissioner Stephens - Aye  
 Commissioner Glascott - Aye  
 Commissioner Klinge - Aye  
 Commissioner Nelson - Aye  
 Commissioner Gehlert - Aye  
 Vice Chairman Garrison - Aye  
 Chairwoman Masten – Aye

*Unanimously Carried*

The Chairwoman Masten asked if the Commission wanted to add any stipulations before the vote. Vice Chair Garrison asked to have the applicant to have a discussion with City Staff about the 7<sup>th</sup> Street sidewalk as a possible modification to the site plan. Director Ellis noted the stipulations are tied to the new buildings and the project as a whole.

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***Motion: I move to approve DR 23-001 for the renovations of the existing buildings and the addition of 18 residential units subject to the following stipulations.***

1. The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the February 27, 2023 meeting.
2. The project shall conform to Code Review Board comments dated July 21, 2022 and any additional Code Review Board comments.
3. The applicant shall coordinate with staff on the location and design of the walking path, and shall dedicate public trail easement along the northern lot line prior to issuance of Certificate of Occupancy.
4. All exterior lighting shall meet the provisions of the City's Zoning Ordinance Section 408.
5. Landscaping shall be installed in accordance with Zoning Ordinance Section 407 prior to issuance of Certificate of Occupancy.
6. Separate permits are required for any signs.
7. All addressing and street names shall be coordinated and approved by the Cottonwood Fire & Medical Department and shall meet all requirements of the 2018 IFC.
8. A building permit application must be submitted within 24 months of Design Review approval. If this requirement is not met, this Design review approval shall be revoked and a new Code Review and Design Review submittal will be required.
9. Design Review approval for the additional 18 residential units shall not be effective until the proposed Zone Change to R-3 (Multi Family Residential) takes effect.
10. The Applicant shall come back to City Staff for a discussion on the upgrade of the sidewalk along 7<sup>th</sup> Street.

***Made by: Vice Chair Garrison  
Second: Commissioner Klinge***

***Roll Call Vote:***

*Commissioner Stephens - Aye*

*Commissioner Glascott - Aye*

*Commissioner Klinge - Aye*

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*Commissioner Nelson - Aye  
Commissioner Gehlert - Nay  
Vice Chairman Garrison - Aye  
Chairwoman Masten – Aye*

*Passed*

**VII. DISCUSSION ITEMS: None**

**VIII. SUGGESTED TOPICS FOR FUTURE MEETINGS: NONE**

**IX. ADJOURNMENT: 6:20 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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