



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

150 S. 6<sup>th</sup> Street  
Cottonwood, AZ 86326

**REGULAR MEETING MINUTES**

Monday, February 27, 2023  
6:00 p.m.

**I. CALL TO ORDER**

Chairwoman Masten called the meeting to order at 6:20 PM.

**A. Roll Call**

**Commission Members Present**

Commissioner Nelson  
Commissioner Stephens  
Commissioner Glascott  
Commissioner Gehlert  
Commissioner Klinge  
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

**B. Approval of Minutes: January 23, 2023 Approved 6-0 (1 Abstention)**

***Motion: I move to approve minutes of the January 23, 2023.***

***Made by: Commissioner Glascott***

***Second: Commissioner Klinge***

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*Motion carried, Commissioner Gehlert abstained.*

**II. INFORMATIONAL REPORTS AND UPDATES: NONE**

**III. CALL TO THE PUBLIC: NONE**

**IV. OLD BUSINESS: NONE**

**V. NEW BUSINESS:**

1. **GENERAL PLAN UPDATE** – Introduction to the 2023-2024 General Plan Update process, and discussion of general vision and values to be included in the plan.

Planner Davis presented a PowerPoint introducing the 2023-2024 General Plan Update and its Overall Vision. Davis reviewed the state law requirements, the prior General Plan content and new efforts to keep the General Plan more updated with the addition of the City Atlas. The General Plan will be leaner and the City Atlas information can be updated more frequently. The Overall Vision will be at the first public input meetings tonight and on March 4, 2023.

The City Atlas includes maps demonstrating statistics on resident data, projected growth, land ownership and land available for development.

Meetings for public input on the General Plan are scheduled for specific topics:

- March 4, 2023 – Overview, Vision & Values.
- March 9 and 11, 2023 – Land Use, Housing & Economic Development; commercial and residential development, housing availability and economic development.
- March 16 and 18, 2023 – Natural Resources and City Services; water resources, water and wastewater services, recreation, open space, river and environment.
- March 30, 2023 and April 1, 2023 – Circulation and public safety; transportation, streets, trails, transit, traffic, safety, police, fire, drainage and flooding

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Planner Davis reviewed the purpose of the General Plan, the structure of the existing General Plan and the new City Atlas. The state law requirements were presented, the Plan includes the goals of the community and must be updated every ten years. The Plan is a policy document, it was last updated in 2014. Planner Davis stated that the existing Plan is large and the current conditions as stated in the Plan can quickly get out of date.

The City Atlas will support current condition data and the City Atlas is planned to be updated more frequently than the General Plan. It will be a companion to the General Plan and the Strategic Plan for the City of Cottonwood. The City Atlas is available online at the City Website, at the Public Library and at Community Development office.

Highlights of the City Atlas data were presented:

- Population trends for Cottonwood and Verde Valley since 1990.
- Median age of the communities.
- Median household income.
- Projected population growth for Cottonwood through 2050.
- Available housing and projections for future housing needs.
- Capacity for housing development based on current land use and ownership.
- Water services, legal designation of adequate water and historical usage.
- Residential building permit trends since 2011, existing housing types, land use designations and zoning districts.
- General types of business in the current commercial and industrial zones.
- Taxable sales trends, principal employers and employment projections.
- Trends for rent, housing pricing and affordable housing in the area.

Key topics from the prior General Plan were presented; what the community values, what resources we have and what characteristics we want to preserve. What development plan does the community value? What problems need to be prioritized?

Chairwoman Masten opens the floor to public comment.

**Public Comment:** Steve Schley commented that Old Town needs more parking to keep the tourist revenue in our community and emphasized preserving the historical character of Cottonwood.

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Commissioner Gehlert asked about special studies. Planner Davis referenced a recent housing study used in this report. ADOT and NACOG counts were used with a study of vehicle crashes in the City Atlas data.

Commissioner Nelson stated he is concerned about traffic enforcement he stated more signage would be good for enforcement efforts. He stated the problems are more evident during peak commuting times.

Commissioner Stephens commented on recent developments in Old Town with airbnb's incorporated in some of the new projects which may increase walkability and help with traffic congestion.

Commissioner Glascott commented on flooding and the how to check up on retention basins where flooding is a concern. Director Ellis did not comment on current practices but said the topic could be included in the notes for the General Plan.

Commissioner Klinge asked if recordings will be available for the General Plan public meetings. Planner Davis said the future meetings will be informal and did not expect recordings to be available. Commissioner Klinge asked about the water projections and capacity. Planner Davis gave the statistics of the available water, legal usage volumes and mentioned that Tom Whitmer would be at the resource meetings for additional information.

Vice Chair Garrison complemented the City Atlas as a great tool for economic development. He mentioned the impact the entire Verde Valley has on the City of Cottonwood. Commuters have large impact on traffic problems and the traffic corridors need to have special attention given to congestion. Parking will be a problem and will need to have creative solutions. He believes support for infill and redevelopment will have a positive impact.

Chairwoman Masten agreed parking is a problem in Old Town. More parking may not be the solution and she suggested other transportation that may alleviate parking problems in Old Town. She recommended emphasis on more walkable future, mixed use development and creative solutions that are not necessarily parking spaces. The

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Chair mentioned intense traffic in certain corridors will need to be addressed. She believes there are signage solutions that may help designate historic areas of town.

The Commission commented in general on how to better manage specific traffic issues, options for better parking in Old Town, how commuter traffic affects problems with congestion and enforcement. There was strong support for maintaining the historic nature and small town feel of the community. Parking options for shuttle services and walkable paths to access Old Town were explored.

The new City Atlas was strongly supported by the Commission.

The Commissioners will coordinate with City Staff to avoid an unpublished quorum in attendance in the future General Plan meetings.

Planner Davis noted that input from the Commission and the public meetings will be used to develop a draft of the General Plan for approval by City Council.

#### **VI. DISCUSSION ITEMS: None**

#### **VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:**

Vice Chair Garrison would like to have an opportunity to review the Commission's and City Council's decision to decline the Silverado project and stated that he will review the City Council's posted video meeting.

#### **VIII. ADJOURNMENT: 8:01 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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