



**CITY OF COTTONWOOD  
PLANNING & ZONING COMMISSION  
COUNCIL CHAMBERS**

826 N. Main St.  
Cottonwood, AZ 86326

**SUMMARY REGULAR MEETING MINUTES AND ACTION REPORT**

Monday, March 20, 2023  
6:00 p.m.

**I. CALL TO ORDER**

Chairwoman Masten called the meeting to order at 6:00 PM

**A. Roll Call**

**Commission Members Present**

Commissioner Stephens, telephonic  
Commissioner Glascott  
Commissioner Gehlert, arrived 6:01 PM  
Commissioner Klinge  
Vice Chairman Garrison  
Chairwoman Masten

**Commission Members Absent**

Commissioner Nelson

**Staff Members Present**

Scott Ellis, Community Development Director  
Gary Davis, Community Development Senior Planner  
Tina Hayden, Community Development, Planner  
Charlotte Page, Recorder

**B. Approval of Minutes:** February 27, 2023 Regular Meeting minutes and February 27, 2023 Special Meeting minutes

***Motion: I move to approve.***

***Made by: Commissioner Glascott***

***Second: Commissioner Klinge***

***Unanimously carried***

***Motion: I move to approve minutes of the Special Session.***

***Made by: Commissioner Glascott***

***Second: Commissioner Klinge***

***Unanimously carried***



**II. INFORMATIONAL REPORTS AND UPDATES:** Director Ellis gave an update to the Commission, he reminded them there is a Special Planning & Zoning Meeting, March 27, 2023 at 6:00 p.m. Director Ellis invited the Commission to attend the last General Plan visioning meetings March 30 & April 1, 2023 and a webinar this Wednesday for ‘Lean Urbanization’. The May Planning & Zoning meeting will focus on the General Plan Update. The General Plan Amendment for the Verde Plaza Apartments will have a first reading at City Council tomorrow. On March 7, 2023 Council adopted regulations requiring permits for short term rentals.

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

**IV. OLD BUSINESS: NONE**

**V. NEW BUSINESS:**

1. **DR 23-001 – 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:** This Project was reviewed and passed by the Commission at the Special Planning & Zoning Meeting on February 27, 2023. Due to a clerical error in the published agenda it was necessary to have the Commission document the vote again. Planner Hayden gave a brief PowerPoint overview and noted the additional stipulation is being pursued. The applicant has had discussion with City Staff about the addition of a sidewalk on 7<sup>th</sup> Street.

**Motion:** *I move to approve DR 23-001 for the renovations to 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 City of Cottonwood Fire Department & Medical Department and shall meet all requirements of the 2018 IFC.
8. The building department 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 (Multiple 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*

*Commissioner Gehlert - Nay*

*Vice Chairman Garrison - Aye*

*Chairwoman Masten - Aye*

*Passed*

2. **GP 23-002 – GENERAL PLAN MINOR AMENDMENT OF LAND USE DESIGNATION FROM GC TO HR** – Consideration of an application to change the General Plan Land Use Designation from GC (General Commercial) to HR (High Density Residential) on an approximately 1-acre portion of a 17.8-acre parcel located at 1214 N. Main Street, on the west side of Main street, approximately 200 feet northwest of Kindra Heights Road. APN 406-23-0027H. Applicant: City of Cottonwood Community Development. Development.

**Summary:** Planner Hayden gave a PowerPoint presentation for GP 23-002 and Z 23-002, showing the location and describing the intent of the proposed change of the referenced lot from General Commercial to High Density Residential. Commissioners asked about the road that will be developed, the steep terrain, hillside development and building height



restrictions. Planner Hayden and Director Ellis noted the road will link current Groseta Ranch Road to old 89A at N Main St near Kindra Heights Road.

Members of the public were concerned the zoning change would possibly cause higher traffic in the area and they were not supportive of development of high-density residential use. Additional input was given about the remaining parcel zoned C-1 Zone at the corner of Kindra Heights Road. It would remain as an 'C-1 island' with the current proposal. Chairwoman Masten explained the current proposal is about land use and zoning, with no current submission regarding possible development. Planner Hayden said that she has reached out to the owner of the remaining parcel that is currently zoned C-1, and that citizen may also be interested in changing to a high-density residential zoning.

Commissioners commented on the various zone for high density development and the challenges of development on this parcel because of the steepness. A preference for having greenspace at the front of the development was discussed. It was noted that the current zoning, C-1, allows residential development. The public was encouraged to continue to bring input for any future development plans that may emerge. The current effort to rezone is focused on making the zoning for this parcel more appropriate and in better accordance with the neighboring properties.

**Motion: I move to recommend approval to the City Council for GP 23-002 to change the Land Use Designation from GC (General Commercial) to HR (High Density Residential) on an approximately 1-acre portion of a 17.8-acre parcel located at 1214 N. Main Street on the west side of Main Street, approximately 200 feet northwest of Kindra Heights Road. APN 406-23-027H.**

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

**Roll Call Vote:**

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

*Unanimously carried*



3. **Z 23-002 – ZONE CHANGE FROM C-1 TO R-3** – Consideration of an application for Zone Change from C-1 (Light Commercial) zone to R-3 (Multiple Family Residential) zone on an approximately 1-acre portion of a 17.8-acre parcel located at 1214 N. Main

Street on the west side of Main Street, approximately 200 feet northwest of Kindra Heights Road. APN 406-23-0027H.

**Summary:** The presentation given by Planner Hayden included Items 2 and 3.

**Motion:** *I move to recommend approval to the City Council for Z 23-002 to change the zoning classification from C-1 (Light Commercial) to R-3 (Multiple Family Residential) zone on an approximately 1-acre portion of a 17.8-acre parcel located at 1214 N. Main Street on the west side of Main Street, approximately 200 feet northwest of Kindra Heights Road. APN 406-23-0027H.*

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

**Roll Call Vote:**

*Commissioner Stephens - Aye*

*Commissioner Glascott - Aye*

*Commissioner Klinge - Aye*

*Commissioner Gehlert - Aye*

*Vice Chairman Garrison - Aye*

*Chairwoman Masten - Aye*

*Unanimously carried*

4. **COTTONWOOD GENERAL PLAN 2025 ANNUAL REPORT** – Review and recommendations for the annual report to City Council on the status of the Cottonwood General Plan.

**Summary:** Senior Planner Davis gave a presentation on the status of the City of Cottonwood's current General Plan with a progress report. The specifics are in the meeting packet.

**Motion:** **I move to recommend proposed updates to the Annual Report on General Plan 2025 be forwarded to the City Council.**



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

**Roll Call Vote:**

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

**VI. DISCUSSION ITEMS: NONE**

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

**VIII. ADJOURNMENT: 6:40 PM**

**Motion: To Adjourn.**

**Made By: Chairwoman Masten**  
**Second: Commissioner Klinge**

*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.*

*Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.*

*A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.*

*Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.*

*The Cottonwood Council Chambers and Cottonwood Recreation Center are accessible to the handicapped in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the Planning Technician at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.*

*Members of the Planning Commission will attend either in person or by telephone conference call.*