



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

826 N. Main St.
Cottonwood, AZ 86326

REGULAR MEETING MINUTES

Monday, June 21, 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 Garrison
Commissioner Klinge- Via phone
Vice Chairman Masten
Chairman Williams

Commission Members Absent

Commissioner Disisto
Commissioner Romeo
Commissioner Richter

Staff Members Present

Ron Corbin, City Manager
Scott Ellis, Community Development Director
Jim Padgett, Community Development Planner
Gary Davis, Community Development Planner
Megan Russell, Community Development Admin, Recorder

B. Approval of Minutes: April 19, 2021 Regular Meeting

Motion: To approve minutes of the April 19, 2021 Regular Meeting with corrections.

Made by: Vice Chairman Masten

Second: Commissioner Garrison

Vote: Unanimous

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II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis informed the Commission the Merkin Vineyards Phase 2 has submitted plans for permits to be issued. Phase 2 includes a restaurant, pocket park, and retail location. Springhill Suites is moving along, they are anticipating to be open by early next year. There will be a joint work session with City Council and the Planning & Zoning Commission on July 13, 2021 at the Rec Center. On Wednesday June 23, the Historic Preservation Commission will introduce the draft for the new Historic Design Guidelines. There will be a Special Meeting held at 5:00pm for the July 19th Planning & Zoning Meeting to meet with the City Attorney.

III. CALL TO THE PUBLIC: No Comment

IV. OLD BUSINESS: NONE

V. NEW BUSINESS:

1. CUP 21-003 AND DR 21-004 - A REQUEST FOR A CONDITIONAL USE PERMIT FOR RESIDENTIAL USE AND BUILDING HEIGHT AND DESIGN REVIEW -

Consideration to allow a mixed use building to include residential uses in the C1 (Light Commercial) zone and to allow an increase in the building height from 2 ½ (two and one half) to 3 (three) stories. The project is located at 1020 North Main St. APN: 406-22-033

Planner Padgett stated this is a request for approval to construct two additional floors above an existing single-story building. The ground floor would remain commercial and the upper two floors are proposed to have short term rentals consisting of 4, 2-bedroom, 2 bath units on each floor, for a total of 8 units. The property is located in the Cottonwood Commercial Historic District where additional parking is not required. The Conditional Use Permit is required to allow residential use in a C-1 zoning district and for the 43' proposed height of the building, which exceeds the required maximum building height of 35'.

Greg Barlow stated they believe the concept of what we are proposing provides added value opportunity for visitors to spend more time and more money in Cottonwood.

Commissioner Garrison asked if the bottom floor was to be used as retail space or a restaurant.

Greg Barlow stated originally the plan was to open a restaurant. After speaking with the local merchants, we found the need for a mercantile/retail store was higher than the need for a restaurant.

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Commissioner Garrison also asked if the 3rd floor was not approved then the project would not be viable.

Greg Barlow answered yes, that is correct.

Commissioner Klinge asked how would the noise and construction traffic effect the other businesses.

Greg Barlow explained they do have the advantage of the alley on the side as well as the back alley behind the building. They do not anticipate any construction traffic on Main Street, and have discussed the probability of staging off site and bring materials in as needed.

Vice Chairman Masten asked if more elements of design could be added to make it more pedestrian oriented.

Greg Barlow stated we intentionally kept the design very simple to stay consistent with the historical aspect, but are open to suggestions on design to make it more appealing.

The Commission discussed the overall exterior design, and decided to table the Design Review until the applicant submits more detailed drawings, and meets with the Historic Preservation Commission.

Vice Chairman Masten asked why the project wasn't considered a hotel so the Conditional Use Permit would not be needed.

Planner Padgett explained the way the floor plan is laid out it could be used as a hotel concept or could potentially be used for long-term rentals.

The floor was opened to the public, 3 members of the public opposed this project. Commissioner Garrison stated he is not in favor of a project of this scale. If it were a 2-story building he would be okay with it.

Commissioner Klinge stated there are many valid points, but is not in favor due to parking and privacy concerns to the neighbors.

Vice Chairman Masten stated she recognizes the concerns for parking and privacy. Is in favor for the residential portion and is on the not sure about the height.

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Chairman Williams stated he has concerns about the 3-stories but does like the concept of bringing more residential projects to Cottonwood. As long as they stay within the strict Fire Department codes, he is okay with it.

Motion was made to approve CUP 21-003 to allow the construction of a 3-story mixed use commercial/residential hotel at 1020 North Main Street, subject to the following stipulations:

1. That the project is developed in conformance with the site plan submitted with this application and reviewed by the Planning and Zoning Commission on June 21, 2021.
2. The project shall comply with Code Review Board requirements dated May 7, 2021 and Fire Department comments dated May 28, 2021.
3. All rooftop mechanical equipment shall be screened with similar building materials as the exterior of the building.
4. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within twenty-four (24) months from the date of this approval.
5. The City of Cottonwood reserves the right to revoke the Conditional Use Permit (CUP) if the use creates an irremediable public safety problem as determined by the City.

Made by: Vice Chair Masten

Second: Chairman Williams

Roll Call Vote:

Commissioner Garrison- Nay

Commissioner Klinge- Nay

Vice Chairman Masten- Aye

Chairman Williams- Aye

Failed to Carry 2-2

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Motion was made to table Design Review until the applicant has met with the Historical Preservation Commission.

Made by: Vice Chair Masten

Second: Commissioner Garrison

Roll Call Vote:

Commissioner Garrison- Aye

Commissioner Klinge- Aye

Vice Chairman Masten- Aye

Chairman Williams- Aye

Unanimously carried.

- 2. ZO 21-005 - AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTION 404 GENERAL PROVISIONS** – Consideration of a Zoning Ordinance text amendment to Subsections 404.L and 404.M regarding parking of vehicles and trailers.

Planner Davis stated in section 404 General Provisions, sub-sections L and M describe regulation of outdoor storage and that includes various types of vehicles. There is some outdated and unclear wording that has created problems for our Code Enforcement. Most of the wording is changing the types of names for the vehicles, specifically adding utility trailers and boat trailers and substituted the word vehicle for automobile.

Motion was made to recommend approval to the City Council the proposed amendments to Sections 404.L and 404.M:

Made by: Vice Chair Masten

Second: Commissioner Garrison

Roll Call Vote:

Commissioner Garrison- Aye

Commissioner Klinge- Aye

Vice Chairman Masten- Aye

Chairman Williams- Aye

Unanimously carried.

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3. ZO 21-006 - AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTION 201 GENERAL DEFINITIONS - Consideration of a Zoning Ordinance text amendment to Section 201 regarding the definition of a front lot line.

Planner Davis stated this amendment would change the definition of what a front lot line is. Currently it reads in the case of an interior lot, a line separating the lot from the street. For corner lot, the front line is the street frontage line which has the least dimension. The proposal is to add the wording “unless the Zoning Administrator determines that another lot line is more functionally the front lot line based on driveway access or existing address.”

Chairman Williams asked how this would change a through lot.

Planner Davis explained the requirement would not change.

Motion was made to recommend approval to the City Council the proposed amendment to Section 201:

Made by: Vice Chair Masten

Second: Commissioner Garrison

Roll Call Vote:

Commissioner Garrison- Aye

Commissioner Klinge- Aye

Vice Chairman Masten- Aye

Chairman Williams- Aye

Unanimously carried.

3. ZO 21-007 - AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTION 414 R-2 ZONE (SINGLE FAMILY/MULTIPLE FAMILY RESIDENTIAL) AND SECTION 415 R-3 ZONE (MULTIPLE FAMILY RESIDENTIAL) – Consideration of a Zoning Ordinance text amendment to Subsections 414.B and 415.B regarding multiple detached single-family dwellings as permitted uses.

Planner Davis stated that the way our Zoning Ordinance is written, the R-2 and R-3 zones, which are both multi-family zones, give you the option of either building 1 detached single family house or multiple attached dwellings. It does not allow is the option to build 2

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detached dwellings on a parcel that would otherwise allow 2 or more attached units. The proposal would give flexibility to the type of building that could be added onto a property without changing the density.

Commissioner Garrison asked if R-1 could be included in this amendment also.

Planner Davis explained in a R-1 zone a density change could occur if the additional dwelling was added as where R-2 and R-3 the density would not change. R-1 does allow a guest house, if we did want to add something to allow an additional dwelling, it could be done at a later date.

Motion was made to recommend approval to the City Council the proposed amendments to Section 414.B and 415.B.

Made by: Vice Chair Masten

Second: Commissioner Garrison

Roll Call Vote:

Commissioner Garrison- Aye

Commissioner Klinge- Aye

Vice Chairman Masten- Aye

Chairman Williams- Aye

Unanimously carried.

VI. DISCUSSION ITEMS:

Director Ellis stated there are plans to have a joint work session with the Historical Preservation Commission and the Planning & Zoning Commission sometime this fall.

VII. SUGGESTED TOPICS FOR FUTURE MEETINGS: NONE

VIII. ADJOURNMENT

7:34 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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