



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

826 N. Main St.
Cottonwood, AZ 86326

SPECIAL MEETING MINUTES

Monday, July 26, 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 Disisto
Commissioner Klinge – Via Phone
Commissioner Romeo
Vice Chairman Masten
Chairman Williams

Commission Members Absent

N/A

Staff Members Present

Ron Corbin, City Manager
Tricia Lewis, Economic Development Director
Jim Padgett, Community Development Planner
Gary Davis, Community Development Planner
Megan Russell, Community Development Permit Specialist, Recorder

B. Approval of Minutes: June 21, 2021 Regular Meeting

Motion: To approve minutes of the June 21, 2021 Regular Meeting.

Made by: Vice Chairman Masten

Second: Chairman Williams

Vote: 5 Aye, 1 Abstention (Commissioner Romeo)

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.

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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.

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II. INFORMATIONAL REPORTS AND UPDATES:

Senior Planner Davis thanked the Commission and the applicants for accommodating the special meeting, as the regular July 19th meeting was canceled due to missed posting requirements.

Planner Padgett explained the SHPO grant is being used for a Design Guideline updates. Comments from the Historic Preservation Commission and City Council will be discussed at the August 16th Planning & Zoning Commission meeting. The September 20th Planning & Zoning Commission meeting involves a Zoning Ordinance text change and will be open to the public for discussion.

City Manager Ron Corbin gave an update on the search for the missing teenager. He thanked staff, other agencies and volunteers for their efforts. The Police Officer and K-9 that were caught by the flood were extracted and are doing fine. There has been a lot of flood damage throughout the City. The number one priority is the search effort and all needed resources are being provided. The airport runway was cleared off this afternoon. Subsequently we will begin to evaluate the damage from the flood.

III. CALL TO THE PUBLIC: No Comment

IV. OLD BUSINESS: NONE

V. NEW BUSINESS:

1. **DR 21-003 - A REQUEST FOR DESIGN REVIEW FOR A 4-UNIT APARTMENT BUILDING** – Consideration of a Design Review application to allow a 4-unit apartment building in the R-4 (Single Family/Multiple Family/Manufactured Home) zone. The project is located at 322 N. 11th Street. APN 406-42-038G.

Planner Padgett stated the proposed project is to construct a new 2-story apartment building with two 3-bedroom units on the lower level and two 2-bedroom units on the upper level. 8 parking spaces are required, 8 are shown. Provision 406.C.2.c allows backing onto the street.

Chairman Williams asked if the wash located in the rear of the property will cause damage to the building.

Planner Padgett stated most of the drainage would go towards the West instead of towards the building to the East.

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Chris Vernosky, the architect for the project, stated this will be a good addition for the neighborhood.

Vice Chairman Masten asked whether there are any details that are still being evaluated.

Chris Vernosky stated with the cost of building materials the only part in question is to use asphalt shingles on the roof or a metal roof. The plan is to keep the existing trees.

The Commission agreed that this is a good project that fills the need for affordable housing.

Motion was made to approve DR 21-003 to allow the development of a four (4) unit apartment building, 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 July 26, 2021 meeting.
2. The project shall conform to Code Review Board comments dated April 20, 2021.
3. The project shall comply with all Planning, Building, Utilities, Engineering and Fire Department requirements.
4. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 24 months of the Planning Commission action.

Made by: Vice Chair Masten

Second: Commissioner Disisto

Roll Call Vote:

Commissioner Garrison- Aye

Commissioner Disisto- Aye

Commissioner Klinge- Aye

Commissioner Romeo- Aye

Vice Chairman Masten- Aye

Chairman Williams- Aye

Unanimously carried.

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- 2. DR 21-005 - A REQUEST FOR DESIGN REVIEW FOR AN AIRPLANE HANGAR**
 - Consideration of a Design Review application to allow a 6,000 square foot airplane hangar in the I-2 (Heavy Industrial) zone. The project is located at 642 S. Airpark Road. APN 406-08-062.

Planner Padgett stated the proposed hangar is a 1-story, 6000 sq. ft. building to accommodate two airplane hangars, 3 parking spaces are required and 6 are shown. This facility will be the similar to the surrounding hangars.

Bob Backus, the applicant, stated they are moving a little faster than usual. There are about 4 more lots left, the project started in 2006 and they are trying to get it finished.

Commissioner Garrison asked about the requirement that a project like this be subject to Design Review.

Senior Planner Davis responded that the Zoning Ordinance requires it, but staff could propose an amendment to change the requirement if the Commission would like to consider it.

Motion was made to approve DR 21-005 to allow the construction of an airplane hangar at 642 S. Airpark Road 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 July 26, 2021 meeting.
2. The project shall conform to Code Review Board comments dated June 18, 2021.
3. The project shall comply with all Building, Engineering and Fire Department, Airport and FAA requirements.
4. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 24 months of the Planning Commission action.

Made by: Vice Chair Masten

Second: Commissioner Garrison

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Roll Call Vote:

Commissioner Garrison- Aye

Commissioner Disisto- Aye

Commissioner Klinge- Aye

Commissioner Romeo- Aye

Vice Chairman Masten- Aye

Chairman Williams- Aye

Unanimously carried.

VI. DISCUSSION ITEMS: NONE

VII. SUGGESTED TOPICS FOR FUTURE MEETINGS: NONE

VIII. ADJOURNMENT

6:30 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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