



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

826 N. Main St.
Cottonwood, AZ 86326

REGULAR MEETING MINUTES

Monday, September 20, 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)
Commissioner Romeo
Vice Chairman Masten
Chairman Williams

Commission Members Absent

Commissioner DiSisto

Staff Members Present

Scott Ellis, Community Development Director
Jim Padgett, Community Development Planner
Kelly Jobe, Admin, Recorder

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B. Approval of Minutes: August 16, 2021 Regular Meeting

Motion: To approve minutes of the August 16, 2021 Special Meeting.

Made by: Commissioner Garrison

Second: Commissioner Romeo

Vote: Unanimously carried

Motion to approve minutes of the August 16, 2021 Regular Meeting.

Made by: Commissioner Garrison

Second: Vice Chairwoman Masten

Vote: Unanimously carried

II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis asked the Commission to keep their calendars open on October 25th for a joint session with the Historic Preservation Commission. The meeting will be held at the Rec Center at 6:00 pm and we will be going over Design Review Guidelines. The HPC will be having their regular scheduled meeting at 5:00 PM, just prior to the joint meeting. This is an addition to the regularly scheduled P & Z meeting that will held Monday, October 18th.

III. CALL TO THE PUBLIC: None

IV. OLD BUSINESS: NONE

V. NEW BUSINESS:

- 1. DR 21-007 - DESIGN REVIEW FOR EXTERIOR RENOVATION** – Consideration of a Design Review application for the renovation to the exterior of an existing retail building. The subject parcel is zoned C-1 (Light Commercial), located at 971, 973, 975, 977 and 981 S. Main Street. APN 406-04-033C. Owner: Ittoiv LLLp; Applicant: Reynold P. Radoccia, Architect.

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Planner Padgett gave a project summary and power point presentation for this design review.

Reynold Radoccia set up poster boards and had electronic visual aides to show the Commission before and proposed after shots of the building including landscaping. He stated the building is really out dated and the owner would like to update.

Owner Mr. Viotti stated he will also be updating the second building to the north at a later date.

Vice Chairwoman Masten had a concern over the reflection of the steel pillars next to the busy street.

Mr. Radoccia explained there would not be an issue with a reflection.

Motion was made to approve DR 21-007- DESIGN REVIEW FOR EXTERIOR RENOVATION, to allow the renovation of an existing retail center 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 September 20, 2021 meeting.
2. The project shall conform to Code Review Board comments dated July 27, 2021.
3. The project shall comply with all Planning, Building, Utilities, Engineering and Fire Department requirements.
4. Signs are permitted through a separate application. Any signs new, replacement of old signs or change of face shall obtain a sign permit through the Community Development Department.
5. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 24 months of the Planning Commission action.

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Made by: Vice Chairwoman Masten

Second: Commissioner Romeo

Roll Call Vote:

Commissioner Garrison- Aye

Commissioner Klinge- Aye

Vice Chairwoman Masten- Aye

Commissioner Romeo Aye

Chairman Williams- Aye

Unanimously carried.

- 2. CUP 21-006 – A REQUEST FOR A CONDITIONAL USE PERMIT FOR AN OPEN-AIR MARKET** – Public Hearing to consider a Conditional Use Permit for an “Open-Air Market Venue” in the C1 (Light Commercial) zone. The project is located in the open courtyard at 1050 N. Main Street. APN 406-22-037. Owner: Cashmere Properties LLC; Agent: Old Town Association – Christian Olivo del Rio.

Commissioner Garrison recused himself from the panel.

Planner Padgett stated the location is located in the Cottonwood Commercial Historic District and the Arts, Culture and Entertainment (ACE) District. The Conditional Use Permit request is for an open-air marketplace. It is currently being operated under an approved Temporary Use Permit that was granted for three months. There is a parking area behind the building that is also owned by the applicant that is proposed for vendor parking. The proposed hours of operation are Monday through Friday 4:00 pm to 8:00 pm and Saturday & Sunday from 9:00 am to 8:00 pm. Since the site is within the Historic District boundaries, no additional parking is required to be provided.

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Commissioner Klinge asked about landscaping along the east side where the A-Frame sign is located.

Christian Del Rio with the Chamber of Commerce and Jim Ariola, with the Old Town Association spoke on behalf of the applicant. Mr. Del Rio stated the Chamber of Commerce has received a lot of positive feedback for the open-air market. He stated the Chamber is hoping to host some events there in conjunction with the Old Town Association.

James Ariola, Treasurer with the Old Town Association stated he was there to endorse and recommend the approval of the Conditional Use Permit. The intent is to have an open-air market for the use of the community including non-profits and local Old Town entities. He stated they have had a Farmer's Market on Wednesday's that has been a big success, there was a wine tasting event last Saturday that was also successful. The Old Association is hoping to host some events there as well. He stated the Old Town Association would be willing to donate for any landscaping the owner approves.

Commissioner Klinge asked if there was going to be any landscaping for the dirt strip on the east side of the property.

Property owner Randy Garrison stated the reason why the area has not been landscaped is that part of it is city right of way. They have been designing a fence to not block other buildings. As soon as the fence is in place, they will be landscaping.

Commissioner Romeo stated she is in favor of this project, she just wishes it had more space for more vendors. She had a concern with the crosswalk, she stated that people leave the parking lot to the east and cross the road that is not in a crosswalk and wanted to know if the crosswalk to the south could be moved directly between the parking lot and the area to be used for the market place.

Vice Chairwoman Masten stated she is in favor and think this market place is a good fit for Old Town. She stated that she agreed on the relocation of the crosswalk.

Chairman Williams stated he agrees on installing a fence as soon as possible.

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Motion was made to approve CUP 21-006 – to allow the use of the open courtyard area for an open-air market place at 1050 N Main Street, subject to the following stipulations:

1. That the project is developed in conformance with the site plans submitted with this application and reviewed by the Planning and Zoning Commission on September 20, 2021.
2. The project shall comply with the Temporary Use Permit requirements as reviewed by the Code Review Board on June 8, 2021 and with all departments requirements as specified with the Temporary Use Permit approval dated August 10, 2021.
3. Signs are permitted through a separate application from the Conditional Use Permit. Any signs shall obtain a sign permit through the Community Development Department.
4. The City of Cottonwood reserves the right to revoke the Conditional Use permit if the use creates a irremediable public safety problem as determined by the city.

Made by: Vice Chairwoman Masten

Second: Commissioner Romeo

Roll Call Vote:

Commissioner Garrison- RECUSED HIMSELF FROM VOTING ON THIS ITEM

Commissioner Klinge- Aye

Commissioner Romeo - Aye

Vice Chairwoman Masten- Aye

Chairman Williams- Aye

Unanimously carried.

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- 3. 21-003 –Design Guidelines Update – ZO 21-009 - AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTIONS 413 R-1 ZONE (SINGLE-FAMILY RESIDENTIAL), 414 R-2 ZONE (SINGLE-FAMILY/MULTIPLE-FAMILY RESIDENTIAL), 415 R-3 ZONE (MULTIPLE-FAMILY RESIDENTIAL), 418 C-1 ZONE (LIGHT COMMERCIAL), 420 CR (COMMERCIAL RESIDENTIAL), AND 427 HP (HISTORIC PRESERVATION OVERLAY ZONE) – DESIGN GUIDELINES –** Public Hearing to consider a Zoning Ordinance text amendment replacing Section 427 in its entirety, and making related revisions to Sections 405, 413, 414, 415, 418, and 420, regarding optional design guidelines for development standards in the Old Town Cottonwood area.

Planner Padgett stated this project has been in the works for approximately seven months. He stated most of these guidelines affect R1 & R2 zones. One of the changes was changing the maximum height of a building from 35 feet to 25 feet for the residential areas. Another addition to the guidelines is if a lot is at least 4000 sq. ft., it would be permissible to have a guest house in an R2 zone. If a property is 5000 sq. ft. or more, it would be permissible to have a duplex in an R2 zone. He stated with the new guidelines, the property owners may either opt in to the standards, or comply with the existing code in place. The Design Guidelines have been revised by the Historic Preservation Commission, Planning and Zoning, and City Council. This will need to go back to Council for a final reading and approval.

Commissioner Garrison stated he has a concern with one of the Commercial/ Residential additions. It is page 3, number 9 of section 420 the food and beverage section, which limits the total establishment to 1500 sq. ft. including outdoor seating area. He stated by the time you put in a kitchen in, it would limit the seating to possibly five to seven tables for a small boutique diner and it seems too small. He would like to see 1500 sq. ft. of seating area.

Director Ellis – stated the Commercial / Residential area is light commercial. This is meant to keep the transition area to smaller restaurants.

Chairman Williams stated he agreed to make the seating – or public area to 1500 sq. ft.

Commissioner Garrison stated he talked with quite a few residents of Old Town and they are in favor of the new guidelines, especially with having the option to have a choice.

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Vice Chairwoman Masten stated the changes with the new guidelines will make it easier to maintain the fabric of Old Town and she is in favor.

Chairman Williams congratulated staff on getting this in motion.

Director Ellis stated subject to new state requirements, it has to go on record stating this text amendment does not affect the cost of housing in the area.

Motion was made to recommend approval to the City Council the proposed amendment to replace section 427 in its entirety and making related revisions to sections 405, 413, 414, 415 & 418 regarding optional Design Guidelines for the development standards in the Old Town Cottonwood area and to revise Section 420 & 420d # 9 to read: Food & beverage establishments shall be limited to 1500 square feet of public area including outdoor seating area

Made by: Vice Chairwoman Masten

Second: Commissioner Garrison

Roll Call Vote:

Commissioner Garrison- Aye

Commissioner Klinge- Aye

Commissioner Romeo - Aye

Vice Chairwoman Masten- Aye

Chairman Williams- Aye

Unanimously carried.

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VI. DISCUSSION ITEMS:

I. Discussion of possible I-1 rezone.

Mike Wise with Arizona Prime Real Estate was present and advised the Commission that he has potential buyers for property located north of Black Hills Dr., however, they would like to see the zoning changed and put an elder care facility at that location.

The Commission spoke of reservations of changing the zoning for that location and the loss of I-1 zoning which is in short supply in Cottonwood. They feel it would be best kept as industrial. There was discussion of the airport being to the south and being in the flight path which may not be good for the type of facility they are looking at building. The Commission agreed this type of facility is very much in demand, but they felt they could find a more suitable location.

II. SUGGESTED TOPICS FOR FUTURE MEETINGS: NONE

III. ADJOURNMENT: 7:30 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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