



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

826 N. Main St.  
Cottonwood, AZ 86326

**REGULAR MEETING MINUTES**

Monday, October 18, 2021  
6:00 p.m.

**I. CALL TO ORDER**

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

**A. Roll Call**

**Commission Members Present**

Commissioner Garrison  
Commissioner Klinge  
Commissioner Romeo  
Commissioner Shreve  
Vice Chairwoman Masten

**Commission Members Absent**

Chairman Williams  
Commissioner Disisto

**Staff Members Present**

Scott Ellis, Community Development Director  
Gary Davis, Community Development Senior Planner  
Jim Padgett, Community Development Planner  
Ron Sauntman, Fire Chief  
Rick Contreras, Assistant Fire Chief  
Ron Corbin, City Manager  
Tricia Lewis, Tourism & Economic Development Director  
Kelly Jobe, Admin, Recorder

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## B. Approval of Minutes: September 20, 2021 Regular Meeting

**Motion:** To approve minutes of the September 20, 2021 Regular Meeting.

**Made by:** Commissioner Garrison

**Second:** Commissioner Romeo

**Vote:** Unanimously carried

## II. INFORMATIONAL REPORTS AND UPDATES:

Vice Chairwoman welcomed and introduced newest Commissioner Todd Shreve.

Director Ellis stated the Club House renovations that were completed over the last couple of years were submitted to this year's Historic Preservation Conference for the Governors Award and it was selected to receive that award, so next week at the conference, Planner Padgett and himself will attend the conference and receive the award. The Design Guideline updates the Commission recommended for approval to City Council will be going for the first reading at tomorrow night's Council meeting. Walkin on Main is an annual event that will be coming up November 13<sup>th</sup> and will include the Historic Property Tour. It is a virtual tour this year and will be set up in the Club House along with various other things for that event. He wanted to remind the Commission that they have a joint session meeting with the Historic Preservation Commission next Monday, October 25<sup>th</sup> at the Cottonwood Rec Center at 6:00 p.m.

## III. CALL TO THE PUBLIC: None

## IV. OLD BUSINESS: None

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## V. NEW BUSINESS:

1. **CUP 21-007 / DR 21-008 – 6<sup>th</sup> STREET LOFTS** – Consideration of a Conditional Use Permit for a 56-unit multi-family development, and a building height of three stories and up to 45 feet, on approximately 3.1 acres in the C-1 (Light Commercial) zone. The proposed project is located at 75 S. 6<sup>th</sup> Street, between 6<sup>th</sup> Street and 7<sup>th</sup> Street, approximately 300 feet south of Mingus Avenue. APN: 406-42-176 & 406-42-176F. Owner: MKDD Properties, LLC. Agent: Ruben Barba and Carolyn Lobo, SuoLL Architects.

Planner Davis gave a slide presentation on this project. He stated there were two public comment emails.

Commissioner Garrison asked if there was any reclaimed water in the area or if there were any plans to have any in the future. He also stated he has a concern with the parking on the street. He stated there are already residents parking on the East side and the road is not wide enough to have cars perked on both sides. He also mentioned the Fire Department is just to the south and may have an issue getting through the street if cars are parked there. He suggested city staff take a look at closing any street parking.

Commissioner Shreve asked if the property will be sloped to 7<sup>th</sup> Street.

Applicant Caroline Lobo stated they are intending to maintain the grades within the required set back. She presented a video and a color board of the proposed project.

Commissioner Klinge asked if a traffic study has been done, as there is a nearby school and public facilities.

Ms. Lobo stated there has not been a traffic study done.

Planner Davis stated that xeriscape landscaping is encouraged with these projects, especially around the edges.

Vice Chairman Masten read aloud two emails with comments on the project.

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**Motion was made to approve CUP 21-007 & DR 21-008- to allow the construction of a 56-Unit multi-family development at 75 S 6<sup>th</sup> Street subject to the following stipulations:**

1. The project shall be developed in conformance with the site plans and letter of intent submitted with this application and reviewed by the Planning and Zoning Commission on October 18, 2021.
2. Parking for the project, including bicycle parking, shall be provided in conformance with Zoning Ordinance Section 406 Parking and Loading Requirements.
3. The project shall comply with Code Review Board requirements dated August 24, 2021.
4. The project shall be developed in conformance with the Zoning Ordinance Section 407 Landscaping Requirements.
5. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within twenty-four (24) months from the date of this approval.
6. The two parcels shall be combined into one prior to application for building permits.
7. A five-foot-wide concrete sidewalk shall be installed along the west side of 7<sup>th</sup> Street directly adjacent to the development prior to issuance of certificate of occupancy.
8. No building shall exceed three (3) stories and 45 feet in height.
9. The applicant and the contractor look at bringing the grade adjacent to 6<sup>th</sup> Street down to try and capture some of that height to make it more visually appealing to the community.

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**Made by:** Commissioner Garrison

**Second:** Commissioner Romeo

**Roll Call Vote:**

Commissioner Garrison- Aye

Commissioner Klinge- Aye

Commissioner Romeo- Aye

Commissioner Shreve- Aye

Vice Chairwoman Masten- Aye

*Unanimously carried.*

**2. DR 21-009 - UNISOURCE ENERGY SERVICES** - A Request for Design Review of a new administration building, warehouse, storage building, and parking areas on a 5.75-acre parcel located south of Cherry Street between Main Street and 12<sup>th</sup> Street at the southerly extension of 14<sup>th</sup> Street. The subject parcel is zoned C-2 (Heavy Commercial), located at 521 South 14<sup>th</sup> Street. APN 406-06-020K. Owner/Applicant: Unisource Energy Services. Agent: Duncan Jakes, Unisource Energy Services and Ron Sage, Loven Contracting. Inc.

Planner Padgett presented a slide show for this project.

Commissioner Garrison asked why the need for sidewalks with this project as it is not a typical public venue.

Director Ellis stated it was required by the City Senior Engineer.

Vice Chairwoman stated sidewalks would provide for general useful space and will be best to have them for future use.

Commissioner Garrison stated he was glad to see this area being developed.

Commissioner Shreve asked if there were any plans for dark sky compliance.

Director Ellis stated they will have to comply with the dark sky ordinance.

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Applicant/Agent for Unisource, Duncan Jakes – stated the company is excited about the project and was glad they were able to stay in Cottonwood.

***Motion was made to approve DR 21-009 – for Unisource Energy Services to operate a Public Utility Service Center and Administration Building at 521 South 14<sup>th</sup> 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 October 18, 2021.
2. The project shall comply with Code Review Board requirements dated February 10, 2021
3. Parking for the project shall be provided in conformance with Zoning Ordinance Section 406 Parking and Loading Requirements.
4. Curb, gutter and sidewalk improvements shall be installed per City standards along the west side of 14<sup>th</sup> Street from Cherry Street to the northern boundary of the subject site prior to issuance of certificate of occupancy.
5. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within twenty-four (24) months from the date of this approval.

***Made by: Commissioner Romeo***

***Second: Commissioner Garrison***

***Roll Call Vote:***

*Commissioner Garrison- Aye*

*Commissioner Klinge - Aye*

*Commissioner Romeo – Aye*

*Commission Shreve - Aye*

*Vice Chairwoman Masten- Aye*

***Unanimously carried.***

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- 3. CUP 21-005 - MESQUITE HILLS SPECIAL DIRECTIONAL SIGN** - Consideration of a Conditional Use Permit to allow an extension of a special directional sign for the Mesquite Hills subdivision. The sign is located on property zoned C-1 (Light Commercial), located at 586 W. State Route 89A near the intersection with Candy Lane. APN: 406-33-131V. Owner: Marcus J. Lawrence Medical Center. Agent: John Angelini, Miramonte Homes.

Commissioner Garrison asked what the projected build-out time for Mesquite Hills is.

Director Ellis stated he does not have that information. He stated that if the project is done prior to the five years, the sign will be coming down at that time.

John Angelini stated only the sign was theirs, not the monument it was sitting in. The monument was placed by a previous developer.

The Commission agreed that the sign including the monument it is placed in will be the applicant's responsibility to have removed within the five (5) years' time, unless they can come up with a clever idea that can be brought back to the Commission.

***Motion was made to approve CUP 21-005 to allow the placement of a Special Directional sign at 586 West State Route 89A, subject to the following stipulations:***

1. The project shall be developed in conformance with the site plan submitted with this application and reviewed by the Planning and Zoning Commission on October 18, 2021.
2. The Special Directional sign is granted for a period of 5 (five) years from the date of the Planning and Zoning Commission approval for a time as specified by the Planning Commission which is 5 (five) years.

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3. A sign permit shall be applied for within thirty (30) days from the date of approval by the Planning and Zoning Commission or the Conditional Use Permit shall be subject to revocation procedures.
4. The Special Directional sign shall comply will all requirements of Section 405.G.9 of the City of Cottonwood Zoning Code.
5. The City of Cottonwood reserves the right to revoke the Conditional Use Permit (CUP) if the use creates and irremediable public safety problem as determined by the City.
6. The sign and monument would need to be removed at the completion of the fully built out site plan.

**Made by:** Commissioner Romeo

**Second:** Commissioner Kling

**Roll Call Vote:**

Commissioner Garrison- Aye

Commissioner Klinge- Aye

Commissioner Romeo – Aye

Commissioner Shreve - Aye

Vice Chairwoman Masten- Aye

*Unanimously carried.*

## VI. DISCUSSION ITEMS:

### 1. Potential rezone of AR-20 land on Birch Street east of Main Street.

This topic was tabled until the next meeting when applicant can be present.

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**2. Draft Zoning Ordinance text amendment regarding multi-family densities; open space, setback and landscaping requirements; maximum building heights; and manufactured homes and recreational vehicle parks as permitted and conditional uses.**

Planner Davis presented slides of the draft amendments proposed.

He stated staff has been looking at zoning ordinance provisions over the last few years that remove unnecessary obstructions to orderly development within the City without taking away the standards for development. Most of the standards that are being looked at are with the multi-family zones, R2, R3 & R4.

The draft amendment would:

- Allow a solid wall or fence 6 feet in height to replace the required 10-foot landscaping yard along a lot line adjacent to a single-family residential use. This would apply to multi-family development only; the 10-foot landscaping yard would still be required for commercial and industrial development abutting single-family residential uses.
- In R-2 remove manufactured home as a conditional use. Conditional use permits for manufactured homes are very rarely requested and would occupy land that could be used for multi-family.
- In R-2, R-3, and R-4 reduce the minimum lot area from 7,500 square feet to 5,000 square feet. Lots in the older sections of the City are rarely larger than 7,500 square feet and the large minimum size prevents reconfiguration of lot lines for older lots, even when a new lot would be larger (but still smaller than 7,500 square feet).
- In R-2 reduce the minimum lot area per dwelling unit from 3,750 square feet to 2,500 square feet. This would allow for a duplex on a 5,000 square foot lot, which is a common size in older areas of the City.
- In R-3 and R-4 reduce the minimum lot area per dwelling unit from 3,000 square feet to 2,500 square feet for lots 10,000 square feet or smaller. These zones have a sliding scale for

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minimum lot area per dwelling, depending on the overall lot size. Like the similar change in R-2, this would allow for a duplex on a 5,000 square foot lot.

- In R-3 and R-4 allow the rear yard setback to be measured from the center of an alley where an alley exists. This would be consistent with the same provision that was added to the R-2 zone in 2020, which was intended to allow for more flexibility in site design.

- In R-2, R-3, R-4, C-1, CR, I-1, and I-2 zones change the maximum number of stories from 2½ to 3 with written approval of the Fire Department. This would eliminate the requirement for a conditional use permit for a full third story but ensure application of all necessary fire suppression measures.

- In R-3 and R-4 zones exempt lots 5 acres or smaller from the requirement that 30% of the lot be provided as “usable open space.” The open space requirement would still apply to lots larger than 5 acres, where there can be greater flexibility in locating buildings and open space.

- In the R-4 zone, allow for multiple single-family dwellings rather than specifying just one. This would be consistent with a similar amendment to R-2 and R-3 zone approved earlier this year, and would apply to site-built dwellings only.

- In the I-2 zone, remove manufactured home parks and RV parks from the list of permitted uses and add RV parks to the conditional uses. This would be consistent with the C-1 and C-2 zones, which list RV parks as conditional uses.

The Commission agreed that 30% in Zones R-3 & R-4 was a little high, and suggested to lower it to possibly 10% depending on the lot. Also, for 3 story buildings, the Commission would like to see each application be brought to the Commission.

Planner Davis stated staff will bring these items back to the Commission for consideration at the next meeting.

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## VII. SUGGESTED TOPICS FOR FUTURE MEETINGS: NONE

## VIII. ADJOURNMENT: 7:58 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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