



**CITY OF COTTONWOOD  
PLANNING & ZONING COMMISSION  
COTTONWOOD COMMUNITY CLUB HOUSE**

805 N. Main St.  
Cottonwood, AZ 86326

**REGULAR MEETING**  
Monday, August 17, 2020  
6:00 p.m.

**I. CALL TO ORDER**

**A. Roll Call**

**B. Approval of Minutes:** July 20, 2020 Regular Meeting

**II. INFORMATIONAL REPORTS AND UPDATES:**

*A brief summary of current events by Chairperson, Commission members, and/or Community Development Director. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action).*

**III. CALL TO THE PUBLIC**

*This is the time for the public to comment on any matter that does not appear on the agenda. Commission members may not discuss items not identified on the agenda. Pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for consideration at a later date. Comments are limited to five minutes for each person.*

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

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**IV. OLD BUSINESS:**

- 1. ZO-20-006 AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE ADDING A NEW SECTION 409 (RECREATIONAL VEHICLE AND MANUFACTURED HOME PARKS), AND AMENDING SECTIONS 410 GA ZONE (GENERAL AGRICULTURE), 411 AR-43 ZONE (AGRICULTURAL RESIDENTIAL), 417 MH ZONE (MANUFACTURED HOME), 418 C-1 ZONE (LIGHT COMMERCIAL), 419 C-2 ZONE (HEAVY COMMERCIAL), 423 CF ZONE (COMMUNITY FACILITY), AND 425 AR-70 ZONE (AGRICULTURAL RESIDENTIAL) – RECREATIONAL VEHICLE PARKS -** Consideration of a Zoning Ordinance text amendment adding a new Section 409, with related text amendments to Sections 410, 411, 417, 418, 419, 423, and 425 regarding standards for Recreational Vehicle Parks, and listing Recreational Vehicle Parks as conditional uses in the C-1 and C-2 zones.

**V. NEW BUSINESS:**

- 1. CUP 19-005 MOD - VERDE VALLEY HOMELESS COALITION –** Consideration of a request for a Conditional Use Permit Modification currently providing a day time drop-in center for homeless individuals to offer job search services and an emergency cold weather shelter. Additional hours of operation are requested to provide shelter services to local residents impacted by COVID-19. The project is in a C-1 (Light Commercial) zone located at 654 N. Main Street. APN: 406-42-045H. Owner: Friendship Missions International Inc. Applicant: Carol Quasula/Verde Valley Homeless Coalition.

**VI. DISCUSSION ITEMS:**

**VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:**

**VIII. ADJOURNMENT**

*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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PLANNING & ZONING COMMISSION  
COTTONWOOD COMMUNITY CLUB HOUSE**

805 N. Main St.  
Cottonwood, AZ 86326

**REGULAR MEETING**  
Monday, July 20, 2020  
6:00PM

**I. CALL TO ORDER**

Chairman Williams called the meeting to order at 6:02 p.m.

**A. Roll Call**

**Planning & Zoning Commission Members Present**

Vice Chairman Dowell  
Commissioner Masten  
Commissioner Sherman  
Commissioner Hart  
Commissioner DiSisto  
Chairman Williams

**Staff Members Present**

Scott Ellis, Community Development Director  
Gary Davis, Planner  
Ron Corbin, City Manager  
Tricia Lewis, Economic Development Direct  
Cassidy Presmyk, Administrative Assistant, Recorder

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**B. Election of Vice-Chair:**

***Motion: To elect Commissioner Dowell as vice chairman.***

***Made by: Chairman Williams***

***Second: Commissioner Sherman***

***Vote: unanimous***

**C. Approval of Minutes: June 15, 2020 Regular Meeting**

***Motion: To approve minutes of the June 15, 2020 Regular Meeting.***

***Made by: Chairman Williams***

***Second: Commissioner Sherman***

***D. Vote: unanimous***

**II. INFORMATIONAL REPORTS AND UPDATES:**

Director Ellis spoke about the Parks Plan, and how they plan to bring it to Council in September.

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

**IV. OLD BUSINESS: NONE**

**V. NEW BUSINESS:**

- 1. CUP 20-005 SPRINGHILL SUITES** – Consideration of a request to amend a Conditional Use Permit stipulation that states, “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.” The property is located at 535 South 6th Street, in an I-2 (Heavy Industrial) zone on the east side of 6th Street just north of State Route 89A. APN:406-06-009 Owner: City of Cottonwood, Applicant: San Tan Partners, LLC; Richardson Design Partnership; and Sunridge Properties.

Director Ellis presented proposed changes to the CUP.

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***Motion: I move to approve the deletion of stipulation #9 for CUP 20-005 and DR 20-003 to allow San Tan Hotel Partners to exceed the allowable height requirements. All other stipulations related to the project from the June 15, 2020 Planning & Zoning Commission meeting will remain applicable.***

***Made by: Vice Chairman Dowell***

***Second: Commissioner Masten***

***Roll Call Vote: Unanimous***

- 2. CUP 20-006 VORTEX ATV** – Consideration of a Conditional Use Permit to operate a vehicle rental business in a C-1 (Light Commercial) Zoning District. The project is located at 551 N. Main Street, on the northeast corner of N. Main Street and N. 14th Street, APN: 406-37-171A, 406-37-172A, 406-37-172B  
Owner: John Livingston, Applicant: Jonathan Collie.

Planner Davis presented project. Mrs. Collie and Nate Collie discussed their business plans and how they want to bring more tourism to the growing City of Cottonwood.

Commissioner Hart asked about traffic issues. Applicant(s) answered saying their bookings are done online, and that they don't have many walk-ins.

Vice Chairman Dowell stated the upcoming road work would also assist with traffic issues. Vice Chairman Dowell also wanted to discuss the landscaping issue and who would be responsible for ensuring it is kept up. Applicants stated that they are waiting on approval and then utilities would need to come out to mark off the area, but they do intend on staying on top of landscaping and removing the weeds and laying some form of gravel.

Vice Chairman Dowell also said he has seen past rental companies have a lack of rules, issues with safety, abiding by laws, insurance issues, but overall loved the idea. Applicant responded by saying their employees are well trained, helmets and goggles are cleaned and provided, as well as a brief overview of the vehicle. All their vehicles have insurance and the customers sign an insurance waiver. Vice Chairman also asked if they are permitted through the National Forest Service, applicant responded saying yes.

Commissioner Sherman asked if maps are being provided. Applicant stated that they hand out an overview map of trails and then a more detailed map of individual trails.

Commissioner DiSisto asked where is the customer picking up their vehicles? Applicant stated they meet them at the trails, less traffic at the actual business. They also only have 8 vehicles.

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***Motion: To recommend approval of CUP 20-006 to allow Jonathan Collie, Vortex ATV, to operate an all-terrain vehicle rental business at 551 N. 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 July 20, 2020.
2. The project shall be developed in conformance with the Zoning Ordinance Section 407 Landscaping Requirements.
3. The parcels shall be combined into a single parcel through the Yavapai County Assessor's Office within sixty (60) days of this approval.
4. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within twelve (12) months from the date of this approval.
5. There shall be no major maintenance of vehicles conducted on the site.
6. At least 80 percent of ATV rentals shall be delivered to customers off site.
7. The City of Cottonwood reserves the right to revoke the Conditional Use Permit (CUP) if the use creates irremediable public safety problems as determined by the City.
8. There shall be no parking in the landscape area along Greenlee Street.

***Made by: Vice Chairman Dowell***

***Second: Commissioner Hart***

***Roll Call Vote: Unanimous***

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- 3. ZO 20-007 AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTIONS 411 AR-43 ZONING DISTRICT AND 412 AR-20 ZONING DISTRICT, AMENDING SECTIONS 411.D PROPERTY DEVELOPMENT STANDARDS AND 412.D PROPERTY DEVELOPMENT STANDARDS** – Consideration of a Zoning Ordinance text amendment to Sections 411.D and 412.D regarding minimum front yard setback standards in the AR-43 (Agricultural Residential) and AR-20 (Agricultural Residential) Zoning Districts.

Planner Davis presented.

Commissioner Hart asked if there is any form of mechanism that can be created to adjust current projects to allow for nonconforming structures to be adjusted in the current permit process. Director Ellis answered by saying current front/back setbacks already are a provision.

***Motion: To recommend approval to the City Council amendments to Sections 411.D and 412.D, changing minimum front yard setback standards in the AR-43 and AR-20 Zoning Districts.***

***Made by: Vice Chairman Dowell***

***Second: Commissioner Masten***

***Roll Call Vote: Unanimous***

- 4. ZO-20-006 AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE ADDING A NEW SECTION 409 (RECREATIONAL VEHICLE AND MANUFACTURED HOME PARKS), AND AMENDING SECTIONS 410 GA ZONE (GENERAL AGRICULTURE), 411 AR-43 ZONE (AGRICULTURAL RESIDENTIAL), 417 MH ZONE (MANUFACTURED HOME), 418 C-1 ZONE (LIGHT COMMERCIAL), 419 C-2 ZONE (HEAVY COMMERCIAL), 423 CF ZONE (COMMUNITY FACILITY), AND 425 AR-70 ZONE (AGRICULTURAL RESIDENTIAL) – RECREATIONAL VEHICLE PARKS** - Consideration of a Zoning Ordinance text amendment adding a new Section 409, with related text amendments to Sections 410, 411, 417, 418, 419, 423, and 425 regarding standards for Recreational Vehicle Parks, and listing Recreational Vehicle Parks as conditional uses in the C-1 and C-2 zones.

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Planner Davis presented proposed changes.

Vice Chairman Dowell asked if these could be made to be short term rentals only, and if I2 zoning could be excluded.

Commissioner Masten stated she thinks RV parks are huge with tourism and thinks it would be beneficial. Commercial Zoning seemed appropriate to her since it goes hand in hand with hotels and tourism.

Commissioner DiSisto stated he would need more time to go over the zones in Cottonwood and thinks 10 days maximum on stays.

Chairman Williams would like an I2 exclusion.

Mike Mongini spoke to the commissioners about why he believes I2 is ideal for RV Parks and gives more business background.

Vice Chairman stated he thinks a CUP would assist with not overgrowing the I2 Zones. He would like to discuss no long terms.

Commissioners decide to table conversation until next meeting due to wanting to do more research.

***Motion: To table all conversations until next Planning and Zoning Commissioner Meeting.***

***Made by: Vice Chairman Dowell***

***Second: Commissioner Hart***

***Roll Call Vote: Unanimous***

**VI. DISCUSSION ITEMS:**

**VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:**

**VIII. ADJOURNMENT: 7:32 p.m.**

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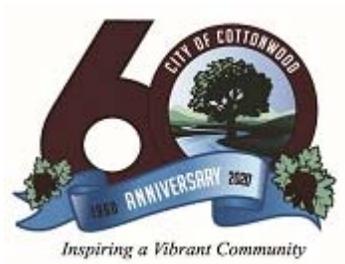
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## STAFF REPORT

**TO:** Planning and Zoning Commission

**FROM:** Gary Davis, Community Development Planner

**MEETING:** August 17, 2020

**SUBJECT:** **ZO-20-006 AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE ADDING A NEW SECTION 409 (RECREATIONAL VEHICLE AND MANUFACTURED HOME PARKS), AND AMENDING SECTIONS 410 GA ZONE (GENERAL AGRICULTURE), 411 AR-43 ZONE (AGRICULTURAL RESIDENTIAL), 417 MH ZONE (MANUFACTURED HOME), 418 C-1 ZONE (LIGHT COMMERCIAL), 419 C-2 ZONE (HEAVY COMMERCIAL), 423 CF ZONE (COMMUNITY FACILITY), AND 425 AR-70 ZONE (AGRICULTURAL RESIDENTIAL) – RECREATIONAL VEHICLE PARKS** - Consideration of a Zoning Ordinance text amendment adding a new Section 409, with related text amendments to Sections 410, 411, 417, 418, 419, 423, and 425 regarding standards for Recreational Vehicle Parks, and listing Recreational Vehicle Parks as conditional uses in the C-1 and C-2 zones.

### **REVISION**

At its July 20, 2020 meeting the Planning and Zoning Commission asked staff to add a provision to the RV park standards limiting length of stay. In response staff has drafted the following change to proposed Section 409.C.1:

- C. **REQUIREMENTS** FOR RECREATIONAL VEHICLE PARKS.
1. **Maximum Length of Stay: 180 days. The Planning and Zoning Commission may waive or amend the maximum length of stay as part of the required Conditional Use Permit.**

Because all RV parks would be permitted through the Conditional Use Permit (CUP) process, this revision would effectively set a default length-of-stay requirement that could be changed by the Commission upon approval of a CUP. Under the original language, with no length-of-stay limit, the Commission would also be free to establish a length-of-stay limit as a condition of the CUP.

Staff is concerned that a length-of-stay limit would be difficult and time-consuming to enforce, even if enforcement consisted of checking the park's records rather than knocking on doors. Staff is also concerned that such a limit would add uncertainty to the development process for a land owner who

proposes a park with a long-term component in a location that is appropriate for long-term stays. As discussed in the original staff brief, long-term stays are becoming more and more common as RV's become larger and more livable. With strong development standards in place, newly developed (or redeveloped) RV parks with long-term residents can be safe and attractive.

Staff believes the Commission's concerns about allowing long-term stays in areas with potential impacts from neighboring industrial and commercial uses are well founded, and the Commission may wish to discuss with staff ways to limit length-of-stay in those areas only. This could take the form of limiting length-of-stay in I-2 (heavy industrial) and C-2 (heavy commercial) zones, or designating different types of RV parks based on length-of-stay and allowing some types in certain zones.

### **RECOMMENDATION**

Consider the original proposed amendment to the Zoning Ordinance as presented on July 20, 2020 to provide a recommendation to the City Council to:

1. Add to the Zoning Ordinance a new Section 409 and amend Sections 410, 411, 417, 418, 419, 423, and 425, regarding the requirements for RV parks.

Or continue the public hearing to a future meeting.

### **If the Commission desires to recommend approval of this item, the suggested motion is:**

I move to recommend approval to the City Council amendments to the Zoning Ordinance adding a new Section 409 and amending Sections 410, 411, 417, 418, 419, 423, and 425, regarding requirements for RV parks.

#### Attachments:

Staff Report from July 20, 2020

Draft Zoning Ordinance Text Amendments (presented July 20, 2020)

Table 1. Zones Permitting RV Parks in Yavapai County Jurisdictions

Table 2. Existing RV Parks in the Verde Valley



## STAFF REPORT

**TO:** Planning and Zoning Commission

**FROM:** Gary Davis, Community Development Planner

**MEETING:** July 20, 2020

**SUBJECT:** **ZO-20-006 AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE ADDING A NEW SECTION 409 (RECREATIONAL VEHICLE AND MANUFACTURED HOME PARKS), AND AMENDING SECTIONS 410 GA ZONE (GENERAL AGRICULTURE), 411 AR-43 ZONE (AGRICULTURAL RESIDENTIAL), 417 MH ZONE (MANUFACTURED HOME), 418 C-1 ZONE (LIGHT COMMERCIAL), 419 C-2 ZONE (HEAVY COMMERCIAL), 423 CF ZONE (COMMUNITY FACILITY), AND 425 AR-70 ZONE (AGRICULTURAL RESIDENTIAL) – RECREATIONAL VEHICLE PARKS** - Consideration of a Zoning Ordinance text amendment adding a new Section 409, with related text amendments to Sections 410, 411, 417, 418, 419, 423, and 425 regarding standards for Recreational Vehicle Parks, and listing Recreational Vehicle Parks as conditional uses in the C-1 and C-2 zones.

### **BACKGROUND**

Cottonwood's Zoning Ordinance currently lacks development standards for Recreation Vehicle (RV) parks and permits them only in the GA (General Agriculture), AR-43 (Agricultural Residential), CF (Community Facility), and AR-70 (General Agriculture) zones. The Zoning Ordinance contains development standards for manufactured home parks (Section 417) but those do not apply to RV parks.

Other jurisdictions permit RV parks in commercial zones, which is appropriate given their similarity to other lodging uses that are typically allowed in those zones, and that those zones are typically served by arterial or collector streets capable of handling RV traffic. Table 1 (attached) shows that other jurisdictions in Yavapai County permit RV parks in commercial zones, usually as conditional uses, which require approval of a conditional use permit. Table 2 lists the addresses of existing RV parks throughout the Verde Valley and what zones they are located in. Cottonwood has several nonconforming RV parks (predating current zoning) in commercial zones.

Before 2018 Cottonwood’s Zoning Ordinance did not list RV parks as a permitted or conditional use in any zone. Following an inquiry from a potential RV park developer in 2018, the City adopted Ordinance No. 646 adding RV park as a conditional use in the GA, AR-43, CF, and AR-70 zones. The rationale was to allow them in zones that already permitted campgrounds. However, this did not take into account that several existing RV parks within the City were already located in commercial zones, and that lots in the agricultural/residential zones could be located in areas that are not served by arterial or collector streets.

RV’s are considered vehicles for temporary residential use while manufactured homes are designed for permanent residential use. That distinction has blurred in recent years as “park model” and “tiny house” style RV’s, along with larger “fifth wheel” and “class A” vehicles, have become more comfortable and popular for long-term living. As a result, many RV parks have long-term or seasonal residents in addition to those staying overnight or just a few days.

## **STAFF ANALYSIS**

The proposed amendments would add RV parks as conditional uses in the C-1 (Light Commercial) and C-2 (Heavy Commercial) zones. Planning and Zoning Commission approval of a conditional use permit would be required for any new park to determine the compatibility with surrounding uses and place conditions on the use. Substantial renovation or expansion of an existing park could require a conditional use permit as well.

RV parks would still be listed as conditional uses in the GA, AR-43, CF, and AR-70 zones. Proposed development regulations would require that all RV parks have direct access to a highway, arterial, or collector street.

Cottonwood’s Zoning Ordinance currently has development standards for manufactured home parks in Section 417 MH Zone (Manufactured Home), but does not have any such standards for RV parks. With the rise in more permanent residency in RV parks and the potential for new parks or renovation of existing ones, it is important development standards are in place to ensure safety and workable design.

In the proposed amendments, staff proposes creating a new Section 409 that would combine development standards for both manufactured home parks and RV parks. The new section would begin with general requirements that would apply to both types of parks, then proceed to yard and spacing requirements specific to each type of park. Staff has researched RV park development standards used by nearby jurisdictions and assembled a set of requirements suitable for RV parks in Cottonwood. City Fire and Police staff have reviewed the new provisions for safety. The manufactured home park standards are proposed to be moved largely intact from Section 417.

Some jurisdictions’ zoning ordinances place a limit on the length of stays in RV parks. The proposed draft does not have any such limit, as it may not be appropriate for all parks and would likely be difficult to enforce. The Planning and Zoning Commission would have the option to place a length-of-stay limit on a park during the conditional use permit process.

The I-2 (Heavy Industrial) zone allows “any permitted or conditional use in the C-2 zone, except residences and manufactured homes.” (Section 422.B.1). If RV parks are added to the list of C-2

conditional uses, then they would also be conditional uses in I-2. However, the I-1 zone (Light Industrial) does not permit residential uses, “including manufactured home parks, courts or RV parks.” (Section 421.A). The Planning and Zoning Commission may wish to discuss whether it might be appropriate to prohibit RV parks in I-2, consistent with the provisions of I-1 (and request staff to revise the draft and present it at a future meeting), or if it is appropriate to allow them in I-2 subject to the conditional use permit public process.

### **RECOMMENDATION**

Consider the proposed amendment to the Zoning Ordinance to provide a recommendation to the City Council to:

1. Add to the Zoning Ordinance a new Section 409 and amend Sections 410, 411, 417, 418, 419, 423, and 425, regarding the requirements for RV parks.

Or continue the public hearing to a future meeting.

### **If the Commission desires to recommend approval of this item, the suggested motion is:**

I move to recommend approval to the City Council amendments to the Zoning Ordinance adding a new Section 409 and amending Sections 410, 411, 417, 418, 419, 423, and 425, regarding requirements for RV parks.

Attachments:

Draft Zoning Ordinance Text Amendments

Table 1. Zones Permitting RV Parks in Yavapai County Jurisdictions

Table 2. Existing RV Parks in the Verde Valley

SECTION 409. RECREATIONAL VEHICLE PARKS AND MANUFACTURED HOME PARKS.

A. GENERAL REQUIREMENTS FOR RECREATIONAL VEHICLE PARKS AND MANUFACTURED HOME PARKS.

~~43~~1. Driveways, Interior Streets and Access-Ways:

- a. ~~Manufactured home p~~Parks shall be located on or have direct access to a public street that the City classifies as a highway, arterial, or collector street, except that no individual manufactured home space within the manufactured home park may have direct access to a public street. A minimum of two (2) vehicular ingress/egress points shall be provided for each park, one (1) of which may be kept closed to the general public if provision is made for emergency access per Fire Department requirements.
- b. ~~A two-way interior street or access-way shall have a minimum width of twenty four (24) feet, except when an interior street or access way is located between manufactured home parking spaces, it shall have a minimum width of thirty (30) feet and a one-way interior street or access-way shall have a minimum width of twenty (20) feet. All interior streets or access-ways shall have a minimum vertical clearance of thirteen feet six inches (13'-6"). Fire lanes shall be signed to prohibit parking per Fire Department requirements.~~
- c. All driveways and interior streets shall be paved with asphalt, concrete, paving stone, masonry or similar permanent, hard surface material.
- d. All plans and traffic engineering shall be subject to approval of the City Engineer, ~~and shall be based upon the spacing and maneuverability requirements for sixty (60) foot long manufactured homes.~~
- e. Parking requirements of Section 406 shall apply. Tandem parking is allowed for required parking located within individual spaces.
- f. Street lighting shall be provided along park streets for the safety of pedestrians and shall comply with the outdoor lighting provisions of Section 408.

~~40~~2. Maximum Building Height: 2 stories, but not to exceed 25 Ft.

~~44~~3. Recreation Area:

- a. 800 Sq. Ft. of "Usable Open Space" as defined in this Ordinance shall be provided for each space.
- b. Where a centralized recreation area as approved by the Development Review Board is provided, the "Usable Open Space" may be reduced up to 400 Sq. Ft. per manufactured home at the following ratio: For each square foot of recreational area, open space requirements may be reduced by three (3) Sq. Ft. Recreational areas may include community use facilities, indoor recreational areas, swimming pools, hobby shops, etc.

~~124.~~ -Screening: All ~~manufactured home~~ parks shall be screened from any adjacent ~~non-manufactured home development lot~~ by a solid masonry screen wall six (6) ~~Ft.~~ feet in height, subject also to the fence height regulations established in Section 404 of this Ordinance.

~~Refer to Article V, Section 501, for specific screening requirements.~~

~~145.~~ -Certificate of Occupancy and Business License: No certificate of occupancy or business license shall be issued until thirty percent (30%) of the ~~manufactured home~~ spaces planned in any park, or ten (10) such spaces, whichever is greater, shall have been completely prepared, constructed and equipped for use in all respects.

6. Parks may include permanent buildings for office, recreational, laundry, shower, and restroom facilities constructed to currently adopted building and fire codes. Spaces in Manufactured Home Parks shall not be occupied by Recreational Vehicles, and spaces in Recreational Vehicle Parks shall not be occupied by Mobile Homes or Manufactured Homes.

7. All spaces shall be connected to electricity, water, and an approved sewage disposal facility.

8. All utility lines, cable TV, and electric transmission lines under twelve thousand (12,000) volts shall be placed underground within a park. An approved fire protection system shall be installed per Fire Department requirements.

9. Landscaping provisions of Section 407 shall apply.

10. Sign provisions of Section 405 shall apply.

11. Recreational Vehicle storage areas, if provided, shall not exceed twenty-five percent (25%) of the area of the park and shall not be located within fifty (50) feet of any street frontage. Storage areas shall be subject to Fire Department requirements and shall be screened by solid screen wall or fence six (6) feet in height.

12. Hydrants with sufficient fire flow shall be provided in accordance with currently adopted fire code.

13. Open fire pits and barbecues shall be limited to common areas and be constructed according to currently adopted fire codes.

B. YARDS AND SPACING FOR MANUFACTURED HOME PARKS.

1. Minimum Manufactured Home Park Size: 5 acres.
2. Minimum Area per Manufactured Home Park Space: 3,000 Sq. Ft
3. Minimum Average Width of Space: 40 Ft.
4. Minimum Depth of Space: 60 Ft.
5. Minimum Rear Yard: 10 Ft.
6. Minimum Front Yard:
  - a. 20 Ft. from garage or carport.
  - b. 10 Ft. from home, including covered porch or deck.
7. Minimum Side Yard:
  - a. 7 Ft. measured to lot line.
  - b. Where a side lot line abuts a street or access-way, there shall be a side yard of not less than 15 Ft.
8. Attached canopies, awnings, covered porches, covered patios, carport roofs and similar attached building projections shall be measured the same as the main structure for setbacks.
9. Minimum Manufactured Home Size: 320 Sq. Ft.

C. YARDS AND SPACING FOR RECREATIONAL VEHICLE PARKS.

1. Minimum Recreational Vehicle Park Size: 3 acres.
2. Minimum Area per Recreational Vehicle Park Space: 1,800 Sq. Ft
3. Minimum Average Width of Space: 30 Ft.
4. Minimum Spacing Between Recreational Vehicles (including attached structures): 10

Ft.

5. Minimum Rear Yard: 5 Ft.

6. Minimum Front Yard:

a. 10 Ft. from garage or carport.

b. 5 Ft. from recreational vehicle, including covered porch or deck.

7. Minimum Side Yard:

a. 5 Ft. measured to lot line.

b. Where a side lot line abuts a street or access-way, there shall be a side yard of not less than 10 Ft.

8. Attached canopies, awnings, covered porches, covered patios, carport roofs and similar attached building projections shall be measured the same as the main structure for setbacks.

.....

SECTION 410. "GA" ZONE, GENERAL AGRICULTURE.

.....

C. CONDITIONAL USES.

1. Golf, rod and gun, tennis and country clubs.
2. Campgrounds.
3. ~~RV~~ Recreational Vehicle Parks, subject to the provisions of Section 409.

.....

SECTION 411. "AR-43" ZONE, AGRICULTURAL RESIDENTIAL.

.....

C. CONDITIONAL USES.

1. Golf, rod and gun, tennis and country clubs.
2. Cemeteries.

3. Public utility buildings, structures or appurtenances thereto for public service use. Extension of public service lines in public or private right-of-way is exempt from this requirement.
4. Campgrounds.
5. ~~RV~~ Recreational Vehicle Parks, subject to the provisions of Section 409.

.....

#### SECTION 417. "MH" ZONE, MANUFACTURED HOME

.....

##### B. PERMITTED USES

1. Manufactured Home Subdivisions, subject to the provisions of Section 417.D.
2. One (1) manufactured home per lot in a manufactured home subdivision.
3. Manufactured Home Parks, subject to the provisions of Section 409.

.....

##### E. PROPERTY DEVELOPMENT STANDARDS FOR MANUFACTURED HOME PARKS.

The provisions of Section 409 shall apply.

~~1. Minimum Manufactured Home Park Size: 5 acres.~~

~~1. Minimum Area per Manufactured Home Park Space: 3,000 Sq. Ft~~

~~2. Minimum Average Width of Space: 40 Ft.~~

~~3. Minimum Depth of Space: 60 Ft.~~

~~4. Minimum Rear Yard: 10 Ft.~~

~~5. Minimum Front Yard: a. 20 Ft. from garage or carport.  
b. 10 Ft. from home, including covered porch or deck.~~

~~6. Minimum Side Yard: a. 7 Ft. measured to lot line:  
b. Where a side lot line abuts a street or access way, there shall be a side yard of not less than 15 Ft.~~

~~8. Attached canopies, awnings, covered porches, covered patios, carport roofs and similar attached building projections shall be measured the same as the main structure for setbacks.~~

~~9. Minimum Manufactured Home Size: 320 Sq. Ft.~~

~~10. Maximum Building Height: 2 stories, but not to exceed 25 Ft.~~

~~11. Recreation Area:~~

~~a. 800 Sq. Ft. of "Usable Open Space" as defined in this Ordinance shall be provided for each manufactured home space.~~

~~b. Where a centralized recreation area as approved by the Development Review Board is provided, the "Usable Open Space" may be reduced up to 400 Sq. Ft. per manufactured home at the following ratio: For each square foot of recreational area, open space requirements may be reduced by three (3) Sq. Ft. Recreational areas may include community use facilities, indoor recreational areas, swimming pools, hobby shops, etc.~~

~~12. Screening: All manufactured home parks shall be screened from any adjacent non-manufactured home development by a solid masonry screen wall six (6) Ft. in height, subject also to the fence height regulations established in Section 404 of this Ordinance.~~

~~Refer to Article V, Section 501, for specific screening requirements.~~

~~13. Driveways, Interior Streets and Access Ways:~~

~~a. Manufactured home parks shall be located on or have direct access to a public street, except that no individual manufactured home space within the manufactured home park may have direct access to a public street.~~

~~b. A two-way interior street or access way shall have a minimum width of twenty four (24) feet, except when an interior street or access way is located between manufactured home parking spaces, it shall have a minimum width of thirty (30) feet.~~

~~c. All driveways and interior streets shall be paved with asphalt, concrete, paving stone, masonry or similar permanent, hard surface material.~~

~~d. All plans and traffic engineering shall be subject to approval of the City Engineer and shall be based upon the spacing and maneuverability requirements for sixty (60) foot long manufactured homes.~~

- ~~e. Tandem parking is allowed for required parking located within individual spaces.~~
- ~~14. Certificate of Occupancy and Business License: No certificate of occupancy or business license shall be issued until thirty percent (30%) of the manufactured home spaces planned in any park, or ten (10) such spaces, whichever is greater, shall have been completely prepared, constructed and equipped for use in all respects.~~

F. LOCATIONS OUTSIDE OF PARKS AND SUBDIVISIONS:

- ~~1. Manufactured homes that are not located in an MH (Manufactured Home) Zone shall be subject to the development standards of the zoning district in which they are located.~~
- ~~2.1. Manufactured homes that are located in the MH (Manufactured Home) Zone but are not in a Manufactured Home Park or Subdivision shall be subject to the development standards of the R-1 (Single Family Residential) Zone.~~
- ~~3. A manufactured home may be allowed as a construction field office or temporary quarters for security personnel during construction, as per Section 404. M.2., provided no person other than the caretaker or night watchman occupies the unit.~~

.....

SECTION 418. "C-1" ZONE, LIGHT COMMERCIAL.

.....

C. CONDITIONAL USES.

- 1. Residences as allowed in the "R-3" Zone, subject to the property development standards of the "R 3" Zone.
- 2. Manufactured Home Parks, subject to the ~~property development standards of the "MH" Zone~~provisions of Section 409.
- 3. Recreational Vehicle Parks, subject to the provisions of Section 409.
- ~~3~~4. Outdoor entertainment.
- ~~4~~5. Wholesale establishments, provided such activity shall be conducted within a completely enclosed building.
- ~~5~~6. Any such other uses as determined by the Zoning Administrator to be similar to those uses listed above and not detrimental to the public health, safety and general welfare.

.....

SECTION 419. "C-2" ZONE, HEAVY COMMERCIAL.

.....

C. CONDITIONAL USES.

1. Residences as allowed in the "R-3" Zone, subject to the property development standards of the "R-3" Zone.
2. Manufactured Home Parks, subject to the ~~property development standards of the "MH" Zone~~provisions of Section 409.
3. Recreational Vehicle Parks, subject to the provisions of Section 409.
- ~~3~~4. Outdoor commercial recreation establishments.
- ~~4~~5. Drive-in theatres.
- ~~5~~6. Construction Yard and Equipment, except heavy construction equipment.
- ~~6~~7. Any such other uses as determined by the Zoning Administrator to be similar to those uses listed above and not detrimental to the public health, safety and general welfare.

.....

SECTION 423. "CF" ZONE, COMMUNITY FACILITY.

.....

C. CONDITIONAL USES.

- ~~1. RV~~Recreational Vehicle Parks, subject to the provisions of Section 409.
2. Any use determined by the Zoning Administrator to be similar to those listed above and not detrimental to the public health, safety and general welfare.
3. Any existing use in a Community Facility Zoning District shall not be converted to another permitted use, except by Conditional Use Permit.

.....

SECTION 425. "AR-70" ZONE, AGRICULTURAL RESIDENTIAL.

.....

C. CONDITIONAL USES.

1. Golf, rod and gun, tennis and country clubs.
2. Cemeteries.
3. Public utility buildings, structures or appurtenances thereto for public service use.  
Extension of public service lines in public or private right-of-way is exempt from this requirement.
4. Campgrounds.
5. ~~RV~~Recreational Vehicle Parks, subject to the provisions of Section 409.

.....

## Table 1. Zones Permitting RV Parks in Yavapai County Jurisdictions

### Commercial Zones in Bold

#### Cottonwood

- GA\* (General Agriculture, 410.C.3)
- CF\* (Community Facility, 423.C.1)
- AR-70\* (Agricultural Residential, 425.C.5)
- AR-43\* (Agricultural Residential, 411.C.5)

#### Clarkdale

- R4 (MH Residential, Sec 3-060.A.3)
- **C\* (Commercial, Sec 3-0100.C.4)**
- **NC\* (Neighborhood Commercial, Sec 3-0110.C.4)**
- **HC\* (Highway Commercial, Sec 3-120.D.3)**

#### Camp Verde

- R1\* (Residential: single-family, 203.B.3.e)
- R2\* (Residential: Duplex & Other Multi-Family Uses, 203.C.3.c)
- RR\* (Residential-Rural, 203.D.3.c)
- RS\* (Residential and Services, 203.E.3.e)
- **C1\* (Commercial: Neighborhood sales and services, 203.F.3.d)**
- **C2\* (Commercial: General sales and services, 203.G.2.c)**
- **C3\* (Commercial: heavy commercial, 203.H.3.c)**

#### Sedona

- **L\* (Lodging, Use Table)**
- CF\* (Community Facilities, Use Table)

#### Prescott Valley

- **C1\* (Commercial; Neighborhood Sales and Services, 13-13-020.C.3)**
- **C2\* (Commercial; General Sales and Services, 13-14-020.C.5)**

#### Prescott

- RS\* (Recreational Space, Sec 2.3 Use Table)
- **BG\* (Business General, Sec 2.3 Use Table)**
- **BR\* (Business Regional, Sec 2.3 Use Table)**
- **IT (Industrial Transition, Sec 2.3 Use Table)**
- **IL (Industrial Light, Sec 2.3 Use Table)**
- RE-2\*\* (Rural Estate 2 Acres, Sec 2.3 Use Table)

#### Chino Valley

- **CL\* (Light Commercial, 3.15.C.7) 25 units or less**
- **CH (Commercial Heavy, 3.16.B.13) 26 units or more**

#### Yavapai County

- **C1\*\*\* (Commercial; Neighborhood Sales and Services, 420.B)**
- **C2\*\*\* (Commercial; General Sales and Services, 421.A)**

\* Conditional use permit approval required

\*\* Special use approval required

\*\*\* Under "mobile home court" - Administrative Review with Comment Period required – waived in C2 if not adjacent to residential

## **Table 2. Existing RV Parks in the Verde Valley**

### Cottonwood

- Camelot RV Park, 651 N. Main St. (**C-1 Zone**)
- Stoneybrook Mobile Home and RV Park, 29 S. Main St. (AR-20, **C-1 Zones**)
- Old Town Cottonwood RV Park, 427 N. 15<sup>th</sup> St. (R-4 Zone)
- Rio Verde RV Park, 3420 E. State Route 89A (AR-20, **C-2 Zones**)
- Clarkdale RV, 1160 N. Old Clarkdale Hwy (**C-1 Zone**)

### Clarkdale

- Rain Spirit RV Resort, 551 S. Broadway St. (**C Zone**)

### Camp Verde

- Cloverleaf RV Village, 3380 W. Cloverleaf Ranch Rd. (RR-2A Zone)
- Verde Ranch RV Resort, 1105 N. Dreamcatcher Dr. (**C2-PAD Zone**)
- Verde River RV Resort and Cottages, 1472 W. Horseshoe Bend Dr. (RR-2A Zone)
- Rancho Verde RV Park, 1488 W. Horseshoe Bend Dr. (RR-2A Zone)
- Distant Drums RV Resort, 583 W. Middle Verde Rd. (PAD Zone)
- Krazy K RV Park, 2075 N. Arena Del Loma (RR-2A Zone)
- Trails End RV Park, 983 W. Finnie Flat Rd. (**C2 Zone**)
- Clear Creek RV Park, 4483 E. State Route 260 (**C1**, RR-2A Zones)
- Zane Grey RV Village, 4500 E. State Route 260 (RR-2A Zone)

### Sedona

- Rancho Sedona RV Park, 135 Bear Wallow Ln. (RS-10 Zone)
- Oak Creek Mobilodge, 1156 State Route 179 (RS-10 Zone)

### Yavapai County

- Turquoise Triangle RV Park, 2501 E. State Route 89A, Cottonwood (**C2-3 Zone**)
- Thousand Trails, 6400 E. Thousand Trails Rd., Cottonwood (RCU-2A Zone)
- Sedona View RV Resort, 4900 S. Genesis Dr., Cottonwood (PAD Zone)
- Mountain Vu RV Park, 11295 E. Cornville Rd., Cornville (**C1-3 Zone**)
- Lo-Lo-Mai Springs Campground, 11505 E. Lolo Mai Rd., Page Springs (PAD Zone)
- Sunrise Resorts of Arizona, 1951 N. Page Springs Rd., Page Springs (RCU-2A Zone)



# CONDITIONAL USE APPLICATION

CDD

Development Application  
#202

### PROPERTY OWNER

Name: James "Eddie" Cheneweth/Friendship Missions International Inc.

Address: 2723 Burden Way City: National  
City \_\_\_\_\_

State: CA Zip: 91950 Phone: \_\_\_\_\_ Cell: 619-277-3339

Fax: \_\_\_\_\_ E-  
Mail cheneweth@mac.com

### AGENT/REPRESENTATIVE

IDENTIFY THE PERSON WHO WILL COMMUNICATE WITH CITY STAFF, AND RECEIVE CORRESPONDENCE DURING THE HEARING PROCESS. CITY STAFF WILL NOT ACCEPT RESPONSIBILITY FOR COMMUNICATING WITH OTHER PROJECT PERSONNEL

Name: Carol Quasula

Address: P.O. Box 2893  
City: Cottonwood

State: AZ Zip: 86326 Phone: \_\_\_\_\_ Cell: 928-300-3547

Fax: \_\_\_\_\_ E-  
Mail carolquasula@vahoo.com

### APPLICATION NUMBER:

CUP 19-005 MOD

### ZONING:

C1

### APPLICATION DATE:

7-29-2020

### FEES:

### RECEIPT #:

### DATE:

### TAKEN BY:

ASSESSOR'S PARCEL NUMBER(S) 406-42-045H

ACRES .89

SITES ADDRESS (if applicable) 654 N. Main Street

SECTION  DIVISION: \_\_\_\_\_ LOT(S): \_\_\_\_\_ BLOCK: \_\_\_\_\_ UNIT: \_\_\_\_\_

I hereby certify that the information in this application is complete and accurate; and that I am the applicant of the bona fide agent of same as state above.

Signature: Carol Quasula

Date: 7-28-20

Please Print Name: Carol Quasula

RECEIVED JUL 29 2020

Verde Valley Homeless Coalition

Mailing: P.O. Box 2893 Physical: 654 N. Main St Cottonwood, Arizona 86326 Phone: 928-641-2498

To: Jim Padgett  
Cottonwood Planning and Zoning

Re: Verde Valley homeless Coalition use permit modification,

The Valley Homeless Coalition (VVHC) is requesting a modification to our currently approved Conditional Use Permit which was approved in January 27<sup>th</sup>, 2020. Currently VVHC is approved to operate our overnight emergency shelter during inclement weather or when the temperature falls below 35 degrees. We are approved to provide 20 beds to our homeless community.

The modification we are requesting is simple, we are asking the city for a temporary override to the city ordinance requiring a fire suppression system for the property located at 654 N Main Street in Cottonwood. The reason for the request is that a fire suppression system would cost anywhere between \$30,000 and \$130,000 to have installed according to the quotes we have received and provided. VVHC is trying to operate a homeless shelter and we simply do not have that kind of revenue but more than that, we do not currently own the building and cannot afford this type of investment into a property we do not own.

VVHC is looking at ways to purchase the property through a Capital Campaign but the ability to purchase the building is at least a year away. In the meantime we are dealing with COVID- 19 concerns and the new reality we are faced with on a daily basis. But in a lot of ways, COVID has been good for us, in allowing us to apply and land our first two state contracts with Arizona Department of Housing and Arizona Department of Economic Security (Emergency Shelter Grant). This is honestly is how we are at a place to be able to offer a fully operational overnight shelter. Because of the CARES ACT we can open and run 7 nights a week which will allow us to more closely monitor our homeless community and to keep on top of their overall health and wellness of our most vulnerable community.

So, we are requesting to operate an overnight shelter for 20 people at our current location. We will hire and train 4-5 staff to work the overnight hours to ensure that fire safety checks are completed every 30 minutes which is what we are currently doing when open for the inclement weather of 35 degrees and below. These staff will be full time employees and will receive fire extinguisher training. The hours of operation will be 1:00 PM to 5:00PM at the transitional center and then 8:00 pm to 8:00 am at the emergency overnight shelter with every one being out of the center at 8:00 am. This operation would run 7 days a week. It should be pointed out that the overnight shelter would not be utilized to house COVID- 19 positive individuals. Anyone testing positive for Covid-19 would be isolated in a hotel during quarantine period.

Verde Valley Homeless Coalition

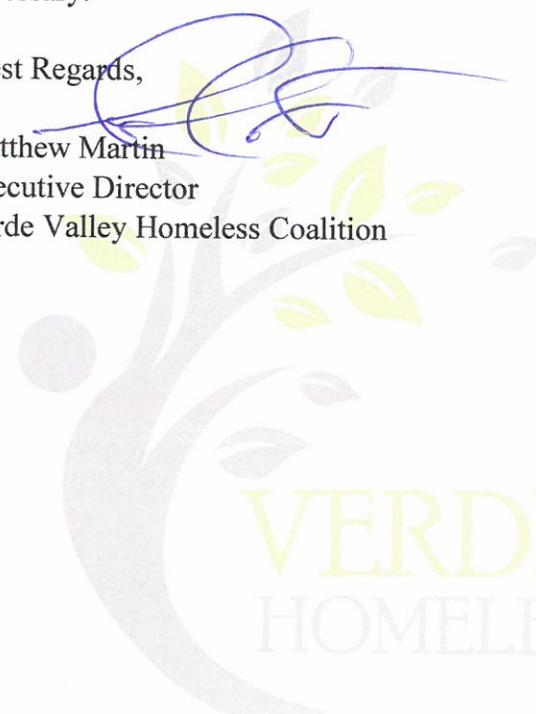
Mailing: P.O. Box 2893 Physical: 654 N. Main St Cottonwood, Arizona 86326 Phone: 928-641-2498

We are requesting this allowance to properly monitor and support the homeless population during this critical and uncertain time due to COVID-19. Hopefully, COVID will recess and things will one day return to some sort of normalcy and we will be able to purchase our building and install a complete fire suppression system that the city ordinance requires. But until we own the building we simply can invest that type of expense into a property we do not own. Despite these obstacles we still have a very vulnerable community to provide services for and COVID - 19, only makes the need of the Verde Valley to have and maintain a shelter that much more necessary.

Best Regards,



Matthew Martin  
Executive Director  
Verde Valley Homeless Coalition



VERDE VALLEY  
HOMELESS COALITION



VIA EMAIL

November 21, 2019

Carol Quasula  
P.O. Box 2893  
Cottonwood, Arizona 86326  
Carolquasula@yahoo.com

**Re: CRB # 19-040 Verde Valley Homeless Coalition  
654 N. Main St. Drop In Center/Cold Weather Shelter**

Dear Ms. Quasula,

Thank you for attending the November 19, 2019 Code Review Meeting, we look forward to working with you on this project. This project is required to go to the Planning and Zoning Commission for a Conditional Use Permit approval.

Below is a process summary and comments regarding this project.

DEPARTMENT COMMENTS REGARDING SUBMITTAL

**Planning** – Jim Padgett, [jpadgett@cottonwoodaz.gov](mailto:jpadgett@cottonwoodaz.gov) (928) 634-5505 x3320

- 1) **P&Z Hearing regarding Conditional Use Permit submittal.** A hearing application is required for a Conditional Use (submitted following Code Review), with a fee of \$800.00. The Planning & Zoning Commission meets at 6 PM on the third Monday of each month, except during holiday months. After you submit your hearing application with all required documents you will be scheduled to attend a P&Z meeting. You must have a representative who is familiar with all aspects of this project attend this meeting.
- 2) This project has been scheduled for the Planning Commission Review on January 27, 2020. The deadline to submit a complete application is December 16, 2019.

Please review the Cottonwood Zoning Ordinance procedural codes for Conditional Use Permits (Article III, Sec. 302). Other design related codes pertaining to signs, parking, landscaping, and lighting are found under Sections 405-408. The zoning ordinance is on-line at <http://cottonwoodaz.gov>.

- 3) **Certificate of Occupancy:** Issuance of a Certificate of Occupancy is required prior to use of this building. All requirements stipulated as part of the Code Review and Planning & Zoning process must be addressed before the Certificate of Occupancy will be issued.

DEPARTMENT COMMENTS REGARDING SUBMITTAL

**Planning** – Jim Padgett, [jpadgett@cottonwoodaz.gov](mailto:jpadgett@cottonwoodaz.gov) (928) 634-5505 x3320

Submit a site plan and supporting documents as outlined in the Code Review comments and Conditional Use Permit application to be considered by the Planning and Zoning Commission.

1. **These comments are only for the project as presented at code review. Any additional work may require additional reviews and approvals. Contact staff before starting any work that was not part of this review.**
2. **Elevations:** The Conditional Use Permit process requires submittal of colored architectural renderings, actual color samples, and material board.
  - a. Show street view from Main Street on elevations, including landscaping.
3. **Site Plan:** A site plan is required that shows the current layout of the property, including all structures (proposed and existing), parking, landscaping (proposed and existing), lighting, signs, setbacks, screening from adjacent properties, and any proposed changes to the site.
4. **Lighting:** Any exterior lighting shall meet the provisions of the State’s Dark Sky Laws as well as the City’s Lighting Code. Full, cut-off style shielding is required. Please submit a lighting plan with cut sheets on all lighting fixture types and lumen calculation.
5. **Signs:** A sign plan must be submitted if signs will be installed/changed. Please include all details of sign design, including materials and colors. Signs with more than one letter color or more than one background color may be referred to P&Z (per code). Dark or opaque backgrounds are required on all internally illuminated signs. Five (5) foot setback required from property boundaries and rights-of-way (Sec. 405.E.1). A separate permit is required for signs.
6. Identify the trash enclosure which must be screened and cannot be located in the front portion of the property. Relocate the trash enclosure so it is not in view from any public street.
7. **Landscaping:** Submit a detailed, colored, landscape plan for review. Show areas to have ground cover and identify what the ground cover will be. All landscape plans must meet Section 407 of the Zoning Ordinance. If using plants that are not on the recommended plant list please include information on drought tolerance.
8. The minimum number of parking spaces required by Ordinance is not able to be determined until the square footage for the specific area to be occupied by the VVHC. Identify parking stall sizes, number of spaces, driveway width, etc. and identify the parking lot surfacing.

**Public Works/Engineering** – Robert Winiecke, [rwiniecke@cottonwoodaz.gov](mailto:rwiniecke@cottonwoodaz.gov) (928) 634-8033

1. Re-align the parking spaces along the west property line so that they do not back out into the driveway at the Main Street access.

**Police Department** – Steve Gesell, [sgesell@cottonwoodaz.gov](mailto:sgesell@cottonwoodaz.gov) (928) 634-4246

1. Maintain and share a phone contact number and email for complaints/concerns from surrounding businesses or residents. The PD would like it as well to add to the address comments in our system.

**Risk Management** – Amanda Wilber, [awilber@cottonwoodaz.gov](mailto:awilber@cottonwoodaz.gov) (928) 340-2713

1. Please contact for comments.

**Utilities - Water** – Mike Traynor, [mtraynor@cottonwoodaz.gov](mailto:mtraynor@cottonwoodaz.gov) (928) 634-0186

1. Contact for comments.

**Utilities - Sewer** – Debbie Breitreutz, [dbreitreutz@cottonwoodaz.gov](mailto:dbreitreutz@cottonwoodaz.gov) (928) 634-0186

2. No comments.

**Fire Department**- Rick Contreras, [rcontreras@cottonwoodaz.gov](mailto:rcontreras@cottonwoodaz.gov) (928) 634-2741

**Emergency Homeless Shelter Policies and Operational Standards and Requirements**

These policies and operational standards and requirements apply to Limited Use Emergency Shelter Facilities utilizing structures not equipped with an automatic fire sprinkler system.

Limited Use Emergency Shelters are defined as a temporary use shelter with 20 or fewer beds which is in operation to provide temporary shelter when forecasted or actual outside temperatures are less than 35 degrees (F).

The shelter operator shall implement the following policies and operational standards:

- Provide supervision of the shelter through the sleeping hours. Supervision shall ensure continuous and systematic surveillance of the shelter for the purposes of providing “Fire Watch”, which includes identifying and controlling fire hazards, detecting early signs of fire, raising an alarm in the event of a fire, and notifying the fire department.
- The supervision shall include the following:
  - Supervision/Fire Watch shall be performed by at least one awake, alert adult for every 10 beds.
  - Supervision/Fire Watch shall be performed by a Fire Department approved competent person knowledgeable with shelter policies, the layout of the building and the fire safety and emergency plan; This person{s} shall attend Fire Extinguisher training provided by the Cottonwood Fire and Medical Department;

- Supervision/Fire Watch can be provided by a volunteer, or shelter staff;
- Supervision/Fire Watch may be shared by more than one person through the sleeping hours as long as the supervision is continuous;
- Use of commercial cooking appliances in the building is not permitted during sleeping hours;
- Smoking is not allowed and is prohibited inside the building;
- A no tolerance policy shall be in place that prohibits drinking or drug use, threats of violence, or any other criminal activity;
- Implement operational standards to accommodate the needs of persons with disabilities.

### **Fire Watch Standards and Requirements**

- Purpose: A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.
- Duties: Individuals designated to fire watch duty shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment. Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.
- Fire watch personnel shall have access to one approved means of communication; Know the exact address of the property, and how to report a fire or other emergency condition by calling 9-1-1.
- Fire watch personnel shall be familiar with the buildings and property and have an accepted written plan for patrolling the property.
- Fire watch personnel shall have knowledge of and be trained in the facility's evacuation plan in the event of a fire. They shall be able to communicate with non-English speaking residents well enough to give an evacuation order.
- Fire watch personnel shall not be permitted, while on duty, to perform any other duties. Fire watch personnel shall not be impaired and shall remain awake and alert at all times.
- Fire watch personnel shall keep a log of fire watch related activities. The log shall include; address of the facility, time of each patrol, name of the fire watch person, notes for other related activities performed.

### **Conditions and Requirements**

1. Limited Use Emergency Shelters are limited to a maximum of twenty beds serving a maximum of 20 individuals (not including Supervision/Fire Watch personnel). The actual number of beds allowed may be less dependent on the size (square footage) of the room/building utilized. Calculation of allowable beds is based upon Section 104, 2018 International Fire Code.
2. Fire extinguishers, carbon monoxide detectors and smoke detectors (battery type are permissible) are required in shelter space and adjacent spaces. Number and locations of detectors to be approved by fire department.

3. Fire safety and evacuation plan must be posted in shelter space. Plan and posting locations to be approved by fire department.
4. Exits must comply with Chapter 10, 2018 International Fire Code.
5. A 24 hour contact person{s} shall be available to all Emergency Services. This will include names and phone numbers of all responsible parties.
6. The Cottonwood Public Safety Communication Center (928-649-1397) shall be notified when the Shelter is in Operation.
7. The Cottonwood Building Department may have additional requirements and a site inspection by the building code inspector may be required.
8. A site inspection is required from Fire Department before the shelter opens. A Temporary Certificate of Occupancy may be required.
9. No Certificate of Occupancy will be signed or issued by the Fire Marshal until all Fire Department conditions and requirements are fully met.
10. All plans and designs shall fully comply with the 2018 International Fire code, 2018 International Building Code and Cottonwood Fire & Medical Department requirements.

**VERDE VALLEY HOMELESS COALITION DROP OFF CENTER CRB 19-040**

All plans and designs shall fully comply with the 2018 International Fire code and the 2018 International Building code and per the Cottonwood Fire Departments Conditions.

1. Fire Extinguishers are required for this project. Contact the Cottonwood Fire Department for placement and type @ 928} 634-2741.
2. A Knox Box will be required to be installed. Verify the exact location with the Cottonwood Fire Marshal. Provide a copy of the door keys to the Cottonwood Fire Department.
3. The Emergency Shelter shall follow all of the rules listed in the City of Cottonwood's Ordinance number #637{see attached}.
4. Address shall be posted plainly visible from the street frontage in not less than 8" tall numerals. Address shall be similarly posted on monument signage {if applicable}. Unit/Suite numbers shall be posted, plainly visible from driveways/walkways.
5. Schedule a Fire Inspection with the Cottonwood Fire & Medical Department prior to opening. If there are any questions please feel free to contact the Cottonwood Fire Department.

- 6. Final determinations, comments and approvals will be provided upon review of the final sets of plans submitted. No Certificate of Occupancy will be signed or issued by the Fire Marshal until all Fire Department conditions and requirements are fully met.**

**Building Department**- Paul Hodges, [phodges@cottonwoodaz.gov](mailto:phodges@cottonwoodaz.gov) (928) 634-5505 x3368

1. No Comments.

**Yavapai County Community Health Services** – Robert Mumper, [robert.mumper@yavapai.us](mailto:robert.mumper@yavapai.us) (928) 634-6891.

The same notes from previous code review meetings apply to the new proposed location. Yavapai County Community Health Services (YCCHS) will serve in an advisory capacity for the proposed shelter. The total occupant capacity should be determined by Cottonwood Fire & Cottonwood Building & Safety. In the absence of any determination, the sleeping space should not be less than 40 ft<sup>2</sup> per person (CDC standards). In addition, at least one toilet and hand sink should be available per 15-20 persons. Clean bedding & adequate supervision (security) need to be maintained.

**IMPORTANT NOTES REGARDING FOOD SERVICE:** Only prepacked non-perishable foods (i.e. non-potentially hazardous / non-TCS) from an approved source should be offered. This would typically consist of items such as canned / bottle beverages, chips, protein bars, etc... that do not require refrigeration or other temperature controls. If prepared foods are offered, the food must come from an approved commercial food establishment that is under health license. No homemade foods are allowed under the Arizona Administrative Code or 2017 Food Code. See the following link- [http://apps.azsos.gov/public\\_services/Title\\_09/9-08.pdf](http://apps.azsos.gov/public_services/Title_09/9-08.pdf). Prior to the service of any prepared foods, health approvals must be obtained from YCCHS. An approved food service area / kitchen and operational health license will mostly likely be required if regular food service is planned.

During the code review meeting, food worker certification was mentioned. Under the Yavapai County Health Code, any individual working in food service is required to obtain a valid food worker certificate within 30 days of employment. For clarification, the certification is a requirement to work in food service but is not an approval to prepare foods from home. Please contact Robert Mumper (Regional Sanitarian) with any questions or concerns. I can be reached by phone at (928) 634-6891 or by email at [robert.mumper@yavapai.us](mailto:robert.mumper@yavapai.us).

**NOTE:** Changes to project proposals following approval which have been incorporated into permit submittal must be highlighted in writing and attached to the building permit, or they will not be considered approved.

Please call if you have any questions.

Sincerely,

Jim Padgett  
Planner



VIA EMAIL

July 29, 2020

Carol Quasula  
Matthew Martin  
Verde Valley Homeless Coalition  
P.O. Box 2893  
Cottonwood, Arizona 86326

**Re: CRB # 20-032 Verde Valley Homeless Coalition  
654 N. Main St.**

Dear Ms. Quasula and Mr. Martin,

Thank you for your submittal regarding your project. Below are comments regarding your submittal:

**Planning** – Jim Padgett, [jpadgett@cottonwoodaz.gov](mailto:jpadgett@cottonwoodaz.gov) (928) 634-5505 x3320

1. **Comments are based on the project as submitted for this code review. Any changes to the work presented may require additional reviews, including code review and Planning Commission review. Please contact staff prior to any work not part of this submittal.**
2. A Conditional Use Permit Modification will be required to be reviewed by the Planning and Zoning Commission.

**Public Works/Engineering** – Ken Martin, [kmartin@cottonwoodaz.gov](mailto:kmartin@cottonwoodaz.gov) (928) 634-8033

1. No Comments

**Utilities** – Water - Mike Traynor, [mtraynor@cottonwoodaz.gov](mailto:mtraynor@cottonwoodaz.gov) (928) 634-0186

1. No Comments

**Utilities** – Sewer – Debbie Breitkreutz, [dbreitkreutz@cottonwoodaz.gov](mailto:dbreitkreutz@cottonwoodaz.gov) (928) 634-0186

1. No Comments

**Fire Department**- Rick Contreras, [rcontreras@cottonwoodaz.gov](mailto:rcontreras@cottonwoodaz.gov) (928) 634-2741

**VERDE VALLEY HOMELESS COALITION TRANSITION CENTER COVID 19**

All plans and designs shall fully comply with the 2018 International Fire code and the 2018 International Building code and per the Cottonwood Fire Departments Conditions.

1. This proposal is currently not approved due to the City of Cottonwoods Fire Sprinkler Ordinance and the Emergency Shelter Ordinance.
2. The Emergency Shelter shall follow all of the rules listed in the City of Cottonwood's Ordinance number #637.
3. Additional meetings and discussions need to be reviewed by City staff that meet all conditions set forth by the City of Cottonwoods Council.
4. I applaud you for trying to help out the misfortunate citizens within our community, however we do not have the ability to wave any of the City of Cottonwood's Ordinances. If there are any questions or if we can help out in any way, please feel free to contact the Cottonwood Fire and Medical Department at (928) 634-2741.
5. Final determinations, comments and approvals will be provided upon review of the final sets of plans submitted. No Certificate of Occupancy will be signed or issued by the Fire Marshal until all Fire Department conditions and requirements are fully met.

**No Certificate of Occupancy will be signed or issued by the Fire Marshal until all Fire Department conditions and requirements are fully met.**

**Building Department**- Paul Hodges, [phodges@cottonwoodaz.gov](mailto:phodges@cottonwoodaz.gov) (928) 634-5505 x3368

1. No comments.

Police Department–Gareth Braxton-Johnson, [gjohnson@cottonwoodaz.gov](mailto:gjohnson@cottonwoodaz.gov) 928-634-4246x 2255

1. The VVHC should be capable of truly providing case management; not simply referrals, but to assist in the transition from homelessness to sustainable housing.
2. VVHC should embark on public outreach to area neighbors and businesses to address adverse impacts.
3. VVHC should start monthly email distribution list to area neighbors and businesses to keep them informed, including police responses or significant incidents.
4. VVHC should provide neighbors and businesses with the client contract clearly listing the code of conduct for clients; which should specify services may be denied based on counterintuitive behavior done off of the premises. Radius may be applied.

5. VVHC Facility should clearly post phone number and contact person responsible for addressing any community concerns regarding the impacts of their clients.

**Yavapai County Community Health Services** – Robert Mumper, [rmumper@yavapai.us](mailto:rmumper@yavapai.us) (928) 634-6891

1. The comments from previous CRB meetings apply. YCCHS requests that the “COVID19” component of the shelter be clarified. The current practices (i.e. health checks and off-site quarantine of COVID19 clients) should be clearly stated in the proposed use.

**NOTE:** These comments are effective for six months after the Code Review meeting date of July 28, 2020. Changes to project proposals following approval which have been incorporated into permit submittal must be highlighted in writing and attached to the building permit, or they will not be considered approved.

Please call if you have any questions.

Sincerely,

Jim Padgett  
Planner

# Business Plan

Verde Valley Homeless Coalition

PO Box 2893

Cottonwood, AZ 86326

June 2018

# Executive Summary

**Mission Statement: The purpose of the Verde Valley Homeless Coalition is to identify and create real solutions to alleviating homelessness in the Verde Valley.**

The Verde Valley Homeless Coalition is the local Continuum of Care representing the communities of Cottonwood, Clarkdale, Jerome, Camp Verde, Sedona, Rimrock, Cornville and other surrounding areas in central Arizona's Verde Valley. The Verde Valley includes about 714 square miles located in the geographic center of Arizona, about 100 miles north of the Phoenix metropolitan area. Population in 2015: 66,175.

The Coalition works with concerned citizens and service providers to identify solutions to the issues surrounding homelessness. Some of the identified solutions have been the creation of a Cold Weather Drop-in Center which is open from 6pm to 7am to shelter our homeless when the temperature drops below 35 degrees and opening the "Front Door" which is a single-entry point for coordinated entry for the homeless seeking housing. Here clients are screened 1 time for all housing services in the area and referred to all services they are eligible for. Their information goes into an HMIS database which is available to providers at a weekly case conferencing. Rather than a first come, first serve model of assistance, the most vulnerable become the priority. The Front Door is open Tuesdays and Thursdays from 9-12pm at 736 N Main St in Cottonwood. Other projects include Project Connect and the yearly Point in Time Unsheltered Homeless Count.

An advocacy group up until the summer of 2017, the VVHC is seeking to expand the services in our area. This organization's vision is to fill in the gaps in the services of other organizations within the Verde Valley to assist individuals experiencing homelessness to improve their quality of life by assisting them to acquire the skills necessary to live independently in their own home. The VVHC meets the 4<sup>th</sup> Thursday of the month from 12pm – 1pm for its public meeting. The Board of Director's is currently meeting the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month from 5:30pm - 6:30pm.

## **Business Description**

Homeless individuals in our communities are a fact of life, even in a city the size of Cottonwood. Being homeless is frightening, exhausting, discouraging, and isolating. Reaffirming the homeless' hope for the future and given an opportunity to revive their strength to confront their challenges, a daytime drop-in center will truly make a difference.

The VVHC's current project is to open a daytime drop-in center to allow individuals experiencing homelessness to have a safe place to be indoors, out of the elements, where they can use computers (we have two donated ones and 4 more promised), and a phone to help them with job/housing searches and to maintain personal connections. Additionally, Case Management volunteers will be available (2 secured), probable case-management interns from Yavapai College, GED information from Yavapai College (secured), employment services by Goodwill (secured), and life-skills coaching (2 people secured). A plan to add laundry facilities and other services over time will assist individuals to enhance their coping skills as well as their job skills.

The VVHC began as an advocacy group in the late 90's that primarily advocated for individuals experiencing homelessness in the community. In the summer of 2017, VVHC had a change in chairperson and reorganized as an active service organization working under the Collective Impact Continuum of Care Group in Prescott. A Board of Directors was formed in November 2017.

The VVHC is currently under the fiscal umbrella of Cornucopia Community Advocates in Sedona, AZ as a 501 (c) 3 non-profit. Application has been made to organize as an AZ Non-Profit Corporation, with a future application for our own 501 (c) 3 status.

VVHC is currently collaborating with community partners such as the Old Town Mission and Thrift Store, the Verde Valley Sanctuary and Twice As Nice Thrift Store, Catholic Charities, Spectrum Healthcare, Goodwill, Angie's House, Steps to Recovery Homes and Miracles Happen Thrift Store.

## **Market Analysis**

The City of Cottonwood currently does not provide services for the homeless members of our community. The VVHC is a relatively new organization with limited resources providing necessary services for the homeless population of our community and our drop-in center project is a critical need that will serve our community. It will allow the homeless to get off the streets and into a location with climate control and resources to better themselves, thus reducing the “nuisance” factor associated with their presence in Old Town and local convenience stores.

The homeless will be more productive and proactive in their own recovery by utilizing the drop-in center services and being referred to existing services in the community. Members of the community express their concerns that a drop-in center is necessary and vital for this population. The Old Town Mission is only open four mornings a week for individuals to take showers. Individuals can use the computers at the library, but this use is time limited. Having all of these services provided in one location was an asset to our community in the Loft at Catholic Charities and gave individuals a place to be after the Mission was closed for the day, rather than being at the library or the Recreational Center.

Homelessness encompasses a population that is elusive, hidden, highly mobile, and characterized by a diverse and complex set of personal and social circumstances. In order to identify and ascertain the needs of persons who are homeless in Yavapai County Arizona, the VVHC worked closely with local homeless services providers to accomplish the Point in Time (PIT) count. The 2016 Point in Time count identified 60 unsheltered individuals who were experiencing homelessness in the Verde Valley at that time. In the 2017 PIT count, 167 Yavapai County homeless were counted, 77 of which were in the Verde Valley. This is a low estimate as many homeless individuals did not choose to participate in the survey. The Verde Valley includes about 714 square miles located in the geographic center of Arizona, about 100 miles north of the Phoenix metropolitan area. The 2015 census population was 66,175.

# Organization and Management

**Our 7 member Board of Director's consists of:**

## **Jackie Nairn, President**

Jackie has worked in social service agencies for over 20 years with more than half of that time spent in leadership positions. Currently she works for Catholic Charities Veteran's Program as a Navigator which entails outreach to veterans who are homeless or at risk of becoming homeless and assists them to gain/maintain their housing and to become stable in their housing. She also volunteers with the library in Cottonwood as a Library Advisory Board Member and is the President of the Verde Valley Homeless Coalition. She has a Bachelor of Social Work degree from Valparaiso University graduating with honors. Her experience includes writing policies/procedures, managing staff in various programs, managing budgets, etc. She has been involved with the Verde Valley Homeless Coalition since 2015 when it was still a COC and chaired the Shelter Subcommittee that was involved in starting the One Person-One Night Project that was implemented for two years. A very community minded person, she is running for Cottonwood City Council this year to continue her service to our wonderful community.

## **Carol Quasula, Vice-President**

Carol Quasula is Vice President of the Verde Valley Homeless Coalition and Chairs the Fundraising Committee. Carol retired in 2014 after serving as Programs Director for Catholic Charities for 10 years. She was responsible for operations of the Supportive Services to Veteran Families; Permanent Supportive Housing and LOFT (Homeless Drop in Center). Prior to her work at Catholic Charities, she was the Assistant Program Manager in Northern Arizona for the Department of Child Safety. Ms. Quasula has a Bachelors in Science from Northern Arizona University and a Masters in Social Work from Arizona State University.

She is very involved in her church, Mountain View United Methodist serving on Staff Parish Relations and Outreach Missions as well as helping to serve at risk youth. She volunteers for Rainbow Acres and the U of A Cooperative Extension Master Gardeners Help Desk. Ms. Quasula has lived in the Verde Valley for over 40 years. She has one adult son and two grandchildren.

## **Joy Mosley, Treasurer**

Joy Mosley is a business owner, with organizational skills and knowledge of accounting practices, as well as a mother of 9, grandmother of 21, and great-grandmother of 6. She moved to Cottonwood in 2006 and became involved as an advocate for those experiencing homelessness when asked to help with the weekly Friday afternoon Picnic in the Park in 2007. As a member of Emmanuel Fellowship, she currently plans the menu, co-ordinates the schedule of those helping, and cooks the main dish for the meal. In addition, she volunteered at the Loft, a day drop in center soon after it opened. She attended the quarterly Verde Valley Homeless Coalition meetings, was actively involved from 2014- 2017 in several efforts to provide an emergency cold weather nighttime shelter. The “One Person One Night” motel shelter project was one such effort that the City Council helped fund. As our Treasurer, Joy keeps our financial records straight.

### **Naomi Barcanic, Secretary**

Much of Naomi’s adult life has been spent in the business world - always dealing with numbers. She started out as a teller and worked her way up to Branch Manager of a Savings and Loan and ended her career at Kraft General Foods in Chicago in the payroll department.

At age 50, she entered the Seminary and graduated with a Master of Divinity degree and was ordained as a Lutheran pastor (ELCA). She served at a large congregation for several years. Before coming to AZ she received a Call to work at the ELCA headquarters where she helped start a Fund for future seminarians which continues helping seminarians to this day! Retired from the active pastorship, she is still in demand when a preacher is needed and substitutes at times. As our Board Secretary she keeps business records.

### **Ryan Block**

Ryan Block is a licensed adult therapist and was born and raised right here in the Verde Valley. Ryan went to school at Mingus High School, NAU for his bachelors and ASU for his masters. Ryan is passionate about helping others and on weekends you can find him enjoying the great outdoors.

### **Tim Elinski**

Cottonwood Mayor, Tim Elinski was born and raised in Arizona and spent his childhood along the banks of the East Verde River north of Payson. After spending time in the Pacific Northwest and Eastern Europe, Tim moved to the Verde Valley and purchased his home in Old Town Cottonwood where he now lives with his wife Ruth Ellen. Tim is a licensed contractor who specializes in historic restoration. His hobbies include constantly working on his old home

with his patient wife, pulling a vintage trailer along forgotten-about dirt roads in distant corners of our state, and learning by doing. Tim has formed the Cottonwood Historic Preservation Commission and formerly served on Cottonwood's Planning and Zoning Commission.

### **Jody Makuch**

Jody Makuch has served as Police Commander for the Cottonwood Police Department since November 2009. Commander Makuch has twenty years of law enforcement experience, attended the FBI National Academy and has a Bachelor of Arts degree in Law Enforcement. He served in the US Army for seven and half years in Field Artillery, Corrections and Military Police.

### **Chairperson:**

#### **Raena Avalon**

Our management team is led by Raena Avalon. She will be the paid part-time staff who coordinates the center services and provides case management. Raena has over 30 years' experience in non-profit accounting, grant writing and supervision of non-profit organizations in roles such as Assistance Executive Director and Finance Officer for Make A Wish Foundation of Rhode Island, Assistant Director and Case Manager for the Rhode Island Council on Alcoholism and Other Drug Dependence, and Assistant Director for Stop Wasting Abandoned Property. Raena has an uncanny ability to procure in-kind donation.

VVHC currently has a community volunteer force of over 20 people who will assist the coordinator in providing information and referral to individuals, in assuring that center services are used responsibly and fairly, and in assisting in the intake process as needed. All volunteers who desire to make dinners will have food-handler cards and dinners can also be provided in-kind by qualified kitchens or catered.

## **Sales Strategies**

We currently post on FaceBook:

<https://www.facebook.com/verdevalleyhomelesscoalition/>

and share to.....

Sedona Bulletin Board:

<https://www.facebook.com/search/top/?q=sedona%20bulletin%20board>

Sedona-VOC Community Connections:

[https://www.facebook.com/search/str/sedona-voc+community+connections/keywords\\_search](https://www.facebook.com/search/str/sedona-voc+community+connections/keywords_search)

Verde Valley Events/To Do:

[https://www.facebook.com/search/str/verde+valley+events%2Fto+do/keywords\\_search](https://www.facebook.com/search/str/verde+valley+events%2Fto+do/keywords_search)

Our website is [www.verdevalleyhomelesscoalition.org](http://www.verdevalleyhomelesscoalition.org)

Once we open the Daytime Drop-in Center we can post videos on these sites.

## **Funding Requirements**

The VVHC has formed a Fundraising Committee and is planning its first fundraiser at the end of July. To date, we have identified 14 foundations whom we plan to submit grant requests to. We have plans to begin soliciting donations on Facebook, our website, and by contacting the donors to the “One Person One Night” project as well as cultivating major donors.

Once our 501 (c) (3) application is approved, we can apply for grants such as Wal-Mart Foundation, the Arizona Community Foundation, the Sedona Community Foundation and the Yavapai Community Foundations which we will become eligible for.

## **Financial Projections**

The Verde Valley Homeless Coalition has been selected as a potential recipient for an allocation of the fiscal year 2019 Building Community Grant Program funds.

The Building Community Grant review committee is making a recommendation of award to the City Council in an amount not to exceed twelve thousand dollars (\$12,000.00), contingent upon two items:

1. The funds are to be used to pay for the rental fees of a daytime drop-in center only.

2. The Verde Valley Homeless Coalition must secure a location and shall provide written evidence that such location has been secured for the proposed use by June 15th—and can be afforded with the amount allocated by the Building Community Grant funds. The VVHC has completed this item requesting the location of 14 S Main St., Cottonwood. The award has now become contingent upon a Conditional Use Permit as well.

## VERDE VALLEY HOMELESS COALITION

### 3 YEAR BUDGET PROJECTION

		2018	2019	2020
Revenue				
	Grants	30,000	52,000	70,000
	In-Kind Don	4,000	6,000	8,000
	Contributions	3,000	6,000	8,000
	Fundraising	3,400	4,200	5,500
Total		40,400	68,200	91,500
Expenses				
	Rent	12,000	16,800	24,000
	Independent Contractors	12,000	25,200	25,200
	Salaries/Benefits	0	11,700	19,500
	Insurance	1,800	1,800	1,800
	Utilities	240	3,600	4,000
	Maint/Repairs	0	500	1,000
	Operating Exp/Supplies	1,500	2,500	3,500
	In-Kind Expense	4,000	6,000	8,000
Total		37,540	68,100	87,000

## Protocol for Operating Day Drop In Center

1. The Drop In Center hours will be 1pm - 5pm Monday through Friday.
2. The Drop In Center will be open for individuals experiencing homelessness to come during the day to seek shelter indoors, use a computer or phone, do a load of laundry, seek case management services, participate in groups and to socialize with others. The Drop In Center will welcome pets of individuals seeking shelter provided that the pets are under the control of the owner at all times, behave appropriately, are free of fleas and ticks, and remain on a leash while inside the drop in center. If a pet presents a danger to other's or is disruptive to the operation of the center, the owner will be asked to leave the shelter with the pet.
3. There will be 2 volunteers/staff on each shift every day to supervise the drop in center operations and ensure the safety of all guests and volunteer staff.
4. Volunteers/staff will have a guest read and sign a guest contract on their first visit to the center and will ask each guest to turn out pockets and open backpacks upon their arrival to ensure that no weapons, drugs, or alcohol are being brought into the center.
5. Visitors/staff will have each guest sign in to the center and document the services they are there to utilize that day.
6. The following are prohibited within the drop in center:
  - Use of cooking appliances or open flame devices
  - Smoking of any tobacco products, including e-cigs
  - Use of alcohol or drugs
  - Violence or any other criminal activity
  - Obscene or offensive behavior or statements
  - Weapons of any kind including pocketknives

# PROTOCOL FOR INCIDENTS

## VVHC

1. An incident is defined as any situation that occurs that results in or could result in injury to self or others (including guests or staff), property damage to the building or another person's property, or any behavior that is obscene or disruptive to the environment. Examples include a violence, threat of violence, fire, health emergency, etc.
2. If there is a situation occurring that could escalate into an incident, staff will handle the situation utilizing the skills learned in the Mental Health First Aid class.
3. If the situation escalates into an incident, staff will follow the Protocol for Calls to Law Enforcement, 911, and Crisis in handling the emergent incident.
4. Once the incident has been properly handled, staff will do the following by the end of shift:
  - a. Complete an incident report.
  - b. Document the incident on the daily log.
  - c. Notify the Shift Coordinator.
5. When writing an incident report, the report must be:
  - a. Accurate and Specific
  - b. Factual and Objective
  - c. Complete and Concise
  - d. Well-Organized
  - e. Clear

## Recommended Shelter Health and Safety Best Practice Guidelines

June 2018

### COMMUNICABLE DISEASE CONTROL HAND WASHING

#### **General Information:**

- Hand washing is the single most effective and least costly way to reduce the spread of infections, including the common cold, hepatitis A, food borne illnesses, and many other viral and bacterial diseases.
- Alcohol-based hand rub is also effective in limiting the spread of such diseases.
- Shelter and other environments should encourage and support good hand hygiene.

#### **Facility Recommendations & Environmental Modifications:**

Ensure that your shelter or facility has:

- Posters encouraging frequent hand washing posted in common areas.
- Posters showing proper hand washing technique posted by all sinks.
- Sinks and hand washing facilities that are easily accessible to staff and clients.
- Sinks that are kept in good repair, drain properly, and have both hot and cold water.
- Soap dispensers that contain soap and are in good working order.
- Disposable towels available.
- Facial tissues such as Kleenex available for staff and clients. Tissues help contain sneezes

and coughs and provide a barrier for hands. Trash cans should be available for proper disposal of tissues.

#### **Staff Recommendations:**

Staff should:

- Model and encourage good hand hygiene.
- Wash their hands immediately after using the toilet.
- Wash their hands before serving, preparing or eating food.
- Wash their hands before and after providing any “hands on” assistance to clients (such as assisting with mobility, balance, health or hygiene needs).
- Wash their hands after handling clients’ unwashed clothing or bedding.
- Wear aprons/coveralls and gloves when handling soiled laundry to reduce risk of infection.
- Wear gloves when handling client belongings to reduce risk of infection from bacteria, viruses, lice or mites, and to reduce risk of infection by needle stick.

#### **Procedural Recommendations:**

- Encourage staff and clients to wash or sanitize hands upon entering the shelter. This will effectively reduce the number of germs entering the shelter. Alcohol-based hand rub dispensers installed at entry areas encourage this practice.
- Do NOT use cloth towels or re-use paper towels.
- Instruct clients and volunteers who serves or prepare food to wash their hands ahead of time.

## **COMMUNICABLE DISEASE CONTROL FOOD HANDLING**

Improper food handling can spread infection to large groups of people at one time. Food borne illnesses nearly always result in vomiting, diarrhea and malaise, all of which are particularly difficult for homeless people to endure. Therefore conscientious adherence to food handling standards is strongly encouraged.

### **Procedural Recommendations:**

- Staff who handle food have current food handlers' permits.
- Staff, client volunteers, and outside volunteers wash hands before preparing or serving food.
- Staff wash their hands after handling uncooked meat, before handling other food or utensils.
- Ill people are not permitted to prepare or serve food to others.
- Foods are cooked to temperatures as required by code.
- Foods that have been donated should comply with the current Yavapai County Health Department AZ food guidelines for donated food.

## **ENVIRONMENTAL SAFETY INJURY PREVENTION**

### **Facility Recommendations & Environmental Modifications:**

- A First Aid Kit is kept in an accessible location, appropriately stocked, and checked monthly.
- A telephone is accessible for calls to 911.
- Emergency preparedness supplies are fully stocked and are replaced as necessary.
- In facilities serving children, appropriate childproofing measures and modifications have been made including: childproof electrical outlets, locked screens or other barriers to prevent children from falling out of upper floor windows, stairwell gates, doors that open from inside without a key, and precautions to protect children from burns and other injuries.
- All playground equipment, toys, and diapering areas are safe and adhere to safety standards.

### **Procedural Recommendations:**

- No weapons are permitted on the shelter premises.
- The possession and use of illegal substances is prohibited on the shelter premises.

## **ENVIRONMENTAL SAFETY BURN PREVENTION**

### **Facility Recommendations:**

- The shelter adheres to the Uniform Fire Code applicable to transient accommodations.
- Smoke detectors are placed in appropriate areas and are functional. Batteries are changed on a regular schedule
- Evacuation routes are posted and visible.

- Staff are trained in evacuation procedures.
- There are 2 fire extinguishers. They are in working order and are checked monthly.
- Staff are trained in the use of fire extinguishers.
- The water heater is set at 120 F to prevent scalding burns.

## **ENVIRONMENTAL SAFETY – SANITATION AND HYGIENE**

### **Environmental Quality:**

- The water is safe to drink and free of contamination.
- The air quality is good:
- No fumes or noxious odors are present (i.e. paint fumes, cleaning solutions).
- Smoking is restricted to designated areas (outside patio)
- A source of fresh air is available (i.e. there are windows and doors that open).
- The ventilation system is functional.
- If there is no automatic H-VAC system, windows and/or doors are left open for 10-15 minutes several times per day to provide air exchange.

### **Maintenance:**

- Indoor and outdoor environments are clean and free of debris.
- Floors are cleaned immediately after any spills.
- There are enough trashcans available for clients and staff so that trash is easily disposed of and cans are not overflowing. Garbage cans are lined with a plastic bag and have covers.
- Garbage (biodegradable matter such as food) & trash (paper/plastic/refuse) are removed daily.
- Janitorial equipment and supplies are in good repair and have a designated storage space. Cleaning supplies and chemicals are kept out of children's reach and separate from food.

### **Kitchens and Bathrooms:**

- Plumbing is in working order in the showers, sinks, and toilets.
- Sanitary napkins, tampons, disposable diapers are disposed of in specially provided containers that are lined with plastic bags and emptied daily.
- Signs are posted in the bathrooms/showers that discourage clients from sharing personal items.

### **Bedding:**

- Laundry facilities have adequate capacity. Dryers can attain 165F.
- Bedding is stored in such a way that used bedding does not contact other used bedding or other clean bedding.
- New clients are issued fresh bedding upon arrival at the shelter. Bedding is changed weekly.
- Bedding is laundered weekly if used by the same client for a week.
- Soiled bedding is washed immediately.

- Mats are washable and covers are intact or adequately repaired. Mats are wiped down with a 1:10 bleach solution or other sanitizing solution if not used by the same client.

### **Client Belongings:**

- Client belongings are stored in such a way that one client's possessions are not in contact with another client's possessions. Items hung on hooks have enough space between them so they don't touch. This helps control the spread of scabies and lice.
- Shelters encourage clients to not share personal items such as toothbrushes, combs, brushes, razors, or any tattoo, piercing, self-mutilation ("cutting"), or injection implements in order to reduce the risk of infection or infestation.

## **CLIENT HEALTH**

**It is important to have some basic health information about clients in shelter settings in order to:**

- a) Better plan for their care**
- b) Ease or prevent discomfort and suffering**
- c) Help prevent the spread of disease from sick to healthy clients**

### **Procedural Recommendations:**

- Ensure that the shelter has a mechanism for referring clients with no health care provider.
- Make sure that any client who appears to be ill or injured is questioned and referred to a health care provider. (see "Communicable Disease Symptom Identification and Referral")
- Briefly screen clients who seek help or who appear ill or injured for emergent medical and psychiatric needs they may have including detox, emergency care, and referral to a health care provider.
- Register all shelter clients daily. This is important in case of fire or other disaster, or in the event of an outbreak of TB or other infectious illness to help determine who was exposed.

## **CLIENT HEALTH**

### **COMMUNICABLE DISEASE SYMPTOM IDENTIFICATION AND REFERRAL**

Early identification of clients who present with signs or symptoms which may indicate the presence of a communicable disease can help reduce the risk of disease outbreaks.

Symptom  
Response

#### **Persistent cough**

Screen client for tuberculosis\*:

Has cough lasted three weeks or longer?

Has the client lost weight recently or notices clothing fits more loosely? Is the client extremely fatigued?

Does the client have a fever?

Does the client sweat heavily at night?

Clients who respond affirmatively to three weeks of coughing and who also have one or more of the other symptoms listed above will be referred to a health care provider for evaluation as soon as possible.

To the best of their ability shelter staff will then:

- Separate persistently coughing clients from the general population.
- Instruct persistently coughing clients to cover their cough with their inner elbow or shirt, jacket, or Kleenex tissue.
- Provide masks for clients to assist with covering their cough.
- Refer coughing clients to health care. .

These measures may also help limit the spread of colds, flu, pertussis and other airborne illnesses/diseases. In addition they may assist the client in getting help for other chronic respiratory problems such as asthma, emphysema, or allergies which may share similar symptoms (such as persistent coughing).

### **Diarrhea or Vomiting (> 2-3 days)**

Encourage client to see a health care provider as soon as possible. Instruct client to observe stringent hand washing and/or frequent use of alcohol-based hand rub.

Itchiness, Persistent scratching, Unusual rash

Refer client to a healthcare provider as soon as possible.

## **STAFF TRAINING**

Adequate staff training is an important line of defense against illness and injury in shelter settings. Therefore shelters should have a training plan that includes the following topics:

- Basic shelter-oriented First Aid
- CPR
- Mental Health First Aid
- Safe Food Handling
- Fire safety

### **Duties Which May Expose Employees in the Shelter Setting to Potentially Infectious Materials**

#### **First Aid and CPR:**

#### **Assessment of wounds, skin conditions, scalp or hair problems:**

Clients may ask staff to examine wounds, cuts, burns, injuries, skin conditions, or to check for the presence of lice or scabies. Staff should don latex gloves when asked to do any type of examination beyond visual. The agency should make latex gloves available for such occasions.

#### **Assisting with personal hygiene or toileting:**

Clients may request assistance by staff with hygiene (dental care, care of dentures or oral prostheses, assistance with bathing or cleaning up after a bowel movement or

urination, changing diapers, cleaning up spill of menstrual fluid, assistance with removal of head lice or lice eggs, etc.) The agency should supply latex gloves for such purposes, and staff should be able to use gowns if they feel they need greater protection.

**Assisting a sick client:**

Clients who are vomiting, drooling, sweating profusely, or being incontinent of stool or urine may request assistance with cleaning up or changing clothes. The agency should provide latex gloves, reusable or disposable gowns and appropriate supplies for cleaning the environment as needed (mop, bleach, bucket, paper towels, etc.)

**Assisting Clients Who Have Soiled Bedding or Laundry:**

Refer to the sample policy on "Laundry" for details. As much as possible, have the client handle their own clothing and bedding. Wear gloves and a gown when handling soiled laundry. Encourage the client to discard any heavily soiled laundry. Heavily soiled linens should also be discarded or laundered separately and bleached.

**Protocol for calls to Law Enforcement, 911 and Crisis.**

VII. Mental health crisis. If a client is expressing suicidal ideas or a wish to harm others then call Spectrum 24 hour crisis line 928-634-2236 and tell them we need dispatch. You can introduce yourself and your role as VVHC shelter worker. If it rises to a level that harm is imminent, then call 911. If the client with these mental health symptoms is a current danger to themselves or others or is volatile, call Police Dispatch or 911. Do not drive van or your personal vehicle with client in crisis to E.R. Allow PD and crisis staff to arrange for transport if required.

VIII. 911. Call 911 only in an emergency (fire, current violence, serious health emergency). Be prepared to give reasons and circumstances of incident, all details, staff name/s to contact (those who were involved), client's name & type and color of clothing, description of a weapon if applicable, location of the incident (401 S. Willard St., Cottonwood), location and description of the client you are calling about (direction client went if they left). The staff member who calls is to be ready and available to greet police, sheriff and/or paramedics, crisis workers, etc.

IX. Police Department Dispatch. Call Police Department Dispatch at 928-649-1397 if assistance is needed with, for example, a fight, or a client who repeatedly refuses to leave when asked by staff. When calling Police Department Dispatch, be prepared to give reasons and circumstances of incident, all details, staff name/s to contact (those who were involved), client's name & type and color of clothing, description of a weapon if applicable, location of the incident, location and description of the client you are calling about (direction client went if they left). The staff member who calls is to be ready and available to greet police, sheriff and/or paramedics, crisis workers, etc.

X. Loitering. Clients and visitors shall only use designated areas to congregate and take breaks during regular business hours. Visitors shall not arrive prior to regular business

hours and to promptly leave the property at the close of business. Visitors will not congregate within a ¼ mile of location after hours.

Day Drop in Center  
Verde Valley Homeless Coalition  
**Visitor Contract**

The Day Drop-in Center provides a safe, cool, and dry environment for you. Admission to the Drop-in Center is a privilege and decisions about who is admitted are made by VVHC staff for the purpose of ensuring the health and safety of all visitors, volunteers, and staff.

1. The drop-in center is a violence-free facility. Without exception, physical and verbal abuse will not be tolerated. This includes threatening, yelling, name-calling, and aggressive and/or disruptive behavior.
2. The Day Drop-in Center absolutely does not allow:
  - a. Alcohol or illegal drugs
  - b. Weapons including pocketknives
  - c. Smoking of any tobacco products, including e-cigs, inside the shelter. There is a designated area outside for smoking.
  - d. Open flame devices of any kind are not permitted.
3. All visitors are required to turn out all pockets, backpacks, bags and other storage items in order that staff can be sure that no drugs, alcohol or weapons are present. Any visitor possessing any of these items will be asked to leave the drop-in center until such time as they return without these items.
4. This space is being provided to you for your use and quiet enjoyment. VVHC asks that you treat all other visitors, volunteers, and staff with respect and keep all conversation to a normal tone of voice so as not to disturb other's.
5. The drop in center will be open Monday through Friday from 1pm to 5pm. All visitors shall not arrive onto the property before 1pm and shall vacate the property by 5pm. All visitors must be at least a quarter mile away from the property during all hours that the center is closed.
6. All visitors are expected to help keep the property clean by properly disposing of all trash and keeping personal belongings out of the way of others.
7. VVHC is not responsible for lost or stolen items. All visitors will keep their personal belongings close by them and are responsible for their own personal belongings.
8. Participants must respect other visitors staff and the personal privacy of others in in all areas of the drop in center.
9. Visitors will remain in the assigned visitor areas.

10. Visitors must notify drop-in center staff of prescribed medications and any medical conditions. Communicable disease is a serious public health concern. If you have a serious persistent cough or sneezing, you may be asked to wear a mask, sleep in a more isolated space and get medical treatment for your health and the health of others.

11. Visitors will notify staff of any facility problems:

12. In the event of Natural disasters (i.e. Earthquakes), staff may require visitors to comply with other requests or directions for the safety and security of all visitors.

By signing this, I understand and will adhere to the rules, and will hold harmless VVHC, its employees, agents, volunteers, and all organizations involved from any and all claims for demands, damages, costs, or expenses resulting from the use of the Day Drop-in Center. In keeping with the spirit of compassion and respect with which this center was created, I sign below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_