



**CITY OF COTTONWOOD
PLANNING & ZONING COMMISSION
COTTONWOOD COMMUNITY CLUB HOUSE
805 N. Main St.
Cottonwood, AZ 86326**

**REGULAR MEETING MINUTES
Monday, April 19, 2021
6:00 p.m.**

I. CALL TO ORDER

Chairman Williams called the meeting to order at 6:00 PM.

A. Roll Call

Commission Members Present

Commissioner Romeo
Commissioner Garrison
Commissioner Disisto
Commissioner Klinge
Vice Chairman Masten
Chairman Williams

Commission Members Absent

Commissioner Richter

Staff Members Present

Ron Corbin, City Manager
Chris Dowell, Cottonwood Police Commander
Ron Sauntman, Cottonwood Fire Chief
Rick Contreras, Cottonwood Assistant Fire Chief
James Bramble, Cottonwood Senior Engineer
Scott Ellis, Community Development Director
Jim Padgett, Community Development Planner
Gary Davis, Community Development Planner
Megan Russell, Community Development Admin, Recorder

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B. Approval of Minutes: March 15, 2021 Regular Meeting

Motion: To approve minutes of the March 15, 2021 Regular Meeting.

Made by: Chairman Williams

Second: Commissioner Disisto

Vote: Unanimous

II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis informed the Commission that the May Planning & Zoning Meeting will be held in the City Council Chambers. The Special Meeting that was scheduled for today will be rescheduled for the May meeting. Director Ellis updated the Commission on the two ordinances from last month, AR-87 and signs, will be a second reading at City Council on April 20th. City Council brought back the original plan for AR-87 that will require manufactured homes to have a Conditional Use Permit and will not be a permitted use.

III. CALL TO THE PUBLIC: No Comment

IV. OLD BUSINESS: NONE

V. NEW BUSINESS:

1. **CUP 21-001 - VERDE RIVER VORTEX CAMPGROUND** – A request for a Conditional Use Permit to operate a campground in a GA (General Agricultural) Zoning District. The project is located at 1253 N. Willard Road, on the east side of N. Willard Road approximately 1,400 feet north of Main Street, APN: 406-23-022B.

Planner Davis described the project as a request for a Conditional Use Permit for a campground in a GA (General Agricultural) zoned area. The site location on North Willard Road and is a 2.58 acre parcel. The campground would include 3 campsites and a restroom located on the parcel to the North that is connected to an existing septic system. This site does not have direct access onto a public right of way.

Assistant Fire Chief Rick Contreras voiced safety concerns regarding the campground due to access to the location. The roads that lead to the campsite do not allow access for fire engines due to the bridges being too narrow and are not load capacity rated. The Fire Department will respond but will have to make modifications to do so. The campsite would need to have fire extinguishers on site, no smoking or fires will be permitted and extra care would need to be taken to ensure fire safety by clearing of brush and debris.

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Fire Chief Ron Sauntman explained he has been in contact with the Verde Valley Ambulance Company regarding the access. They could get an ambulance down there under an emergency situation but would be problematic. The response would also need to be modified the same as the Fire Department.

Commissioner Disisto asked if the ambulance has a problem getting to the location that is a medical emergency situation, could it become a life or death situation.

Fire Chief Sauntman stated we would adapt and respond accordingly but could cause delay.

Commander Chris Dowell explained that access is not an issue from a Police standpoint. There are still concerns regarding the narrow roadways, modifications would need to be made especially during bad weather.

Jason McCracken explained the occupancy for the campground would be limited to 4 adults per site, no constraints on children. A meet and greet will be required for all campers, during this the rules will be gone over including quiet hours that starts at 9:00pm. There is a sprinkler system in place.

Chairman Williams asked how difficult would it be to get legal access from the private properties.

Jason McCracken stated the neighbor to the South will likely not grant access, this is why we chose to get to the site using the Old Clarkdale Highway entrance.

Commissioner Disisto stated he has concerns regarding fire.

Jason McCracken stated there are 9 sprinklers on each campsite that push 5000 gallons of water per hour. He offered to add an adapter to be used with a fire hose.

Clare McCracken explained to the Commission the bridge on N. Willard was built by the City, she shared a letter that was written in 1987 supporting her statement.

City of Cottonwood Senior Engineer James Bramble stated the City does not have any right of way or property for either of the accesses. The City does have an easement for utilities. The City has not performed any maintenance on the bridges.

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Commissioner Klinge asked would you be able to make a recommendation on how to make this road safe?

James Bramble stated it does not meet current standards, and his recommendation for the bridge would be to tear it down and start over.

The floor was opened to the public, there were 3 members of the public who supported this project, and 12 who oppose the project.

Planner Davis read the Commission a letter that was submitted from the Arizona State Park regarding concerns for wildlife in the area, campers not knowing the boundaries of the property, and concerns with waste being disposed of properly.

Motion was made to approve CUP 21-001 to allow operation of a campground business at 1253 N. Willard Road, subject to the following stipulations:

1. The project shall be developed in conformance with the site plan submitted with this application and reviewed by the Planning and Zoning Commission on April 19, 2021.
2. The project shall be developed in conformance with the comments of the Code Review Board dated February 25, 2021 (CRB 20-046).
3. No more than three campground spaces may be occupied at one time.
4. No recreational vehicle camping or parking shall be permitted.
5. The project shall be developed in conformance with the Zoning Ordinance Section 407 Landscaping Requirements.
6. Applicant shall submit to the City documentation of legal access across all private parcels (including the parcels owned by the applicant) from a public right-of-way to the site.
7. Applicant shall maintain access roadway in coordination with the City Fire and Police Departments.

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8. Restroom facilities shall comply with all applicable County Health Department requirements and if located on an adjacent parcel, an easement shall be recorded on the adjacent lot to include any restroom facilities, including septic system, serving the campground use.
9. Operation of the campground use may not occur until the City has issued a Certificate of Zoning Compliance documenting compliance with all stipulations.
10. The City of Cottonwood may revoke the Conditional Use Permit (CUP) if the use creates an irremediable public safety problems as determined by the City, or if a Certificate of Zoning Compliance is not issued within twelve (12) months of CUP approval.

Made by: Vice Chair Masten

Second: Chairman Williams

Roll Call Vote:

Commissioner Garrison- Recused

Commissioner Disisto- Aye

Commissioner Romeo- Nay

Commissioner Klinge- Aye

Vice Chairman Masten- Nay

Chairman Williams- Nay

Failed to carry 3-2

2. **DR 21-002 - TYGAR MINI-STORAGE EXPANSION** – A Request for Design Review for the addition of three buildings to an existing mini-storage facility on property zoned I-2 (Heavy Industrial), located at 261, 271 and 281 Jennifer Dr. in Cottonwood. APN 406-51-007, 405-51-008 and 406-51-009. Owner: Seville-Jones Living Trust UI and Seville-Jones Clifford & Nesta Ann Trustees, Agent: Nicole Posten, RA/On Point Architecture.

Planner Padgett stated this is an expansion of an existing storage facility. The combined area of the three parcels would be approximately 1.06 acres. Development would consist of three new buildings, one would be climate controlled.

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Nicole Posten of On Point Architecture asked if there could be an extension added onto stipulation #5. Due to the COVID-19 pandemic materials are in short supply the applicant would need to move the project out a few years.

Chairman Williams suggested instead of having the stipulation for completion it be changed to issuing a building permit within 12 months.

Nicole Posten stated because of construction prices the project may be delayed for at least one year to see if construction cost go down, Nicole requested it to be for 24 months.

The floor was opened to the public, one member of the public had a comment requesting the landscaping for the existing building to be added to match the new addition and also had concerns about signage.

The Commission was in agreement with the changes to the stipulations.

Motion was made to approve DR 21-002 to allow Tygar Mini Storage to construct additional storage units at 261, 271 and 281 Jennifer Drive subject to the following stipulations:

1. The project shall be developed in conformance with the development plans as approved by the Planning and Zoning Commission at the April 19, 2021 meeting.
2. The project shall conform to Code Review Board comments dated January 28, 2021.
3. The three lots must be combined into one parcel through the Yavapai County Assessor's office prior to application for building permits.
4. The project shall comply with all Building, Engineering and Fire Department requirements.
5. A landscape plan must be developed to include the existing eastern wall using whatever area is available.
6. All signage must be approved by design review of the Planning & Zoning Commission.
7. The building permit shall be pulled within 24 months of this Planning and Zoning development action.

Made by: Vice Chair Masten

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Second: Commissioner Romeo

Roll Call Vote:

Commissioner Garrison- Recused

Commissioner Disisto- Aye

Commissioner Romeo- Aye

Commissioner Klinge- Aye

Vice Chairman Masten- Aye

Chairman Williams- Aye

Unanimously carried.

- 3. CUP 21-002 - MIHELICH GUEST HOUSE** – A request for a Conditional Use Permit for the modification of an existing guest house that exceeds allowable square footage with the change of interior space to add one bedroom. The project is in the CR (Commercial/Residential) zone located at 766 N. Main Street. APN: 406-38-007.

Planner Padgett stated this is a Conditional Use Permit for an existing guest house. The guest house is 864 sq. ft. current code allows a maximum of 750 sq. ft. livable area. The request is to change the interior from a one-bedroom unit to a two-bedroom unit. This change requires an approval from the Planning & Zoning Commission due to an expansion of a pre-existing, non-conforming use.

The Commission was in favor of the changes.

Motion was made to approve Conditional Use Permit 21-002 to allow the expansion of the existing guest house at 766 N. Main Street, subject to the following stipulations:

1. The project shall be developed in conformance with the site plan submitted with this application and reviewed by the Planning and Zoning Commission on April 19, 2021.
2. That the project complies with all Building, Engineering and Fire Department requirements.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within twelve (12) months from the date of this approval.

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4. The City of Cottonwood may revoke the Conditional Use Permit (CUP) if the use creates an irremediable public safety problems as determined by the City, or if a Certificate of Zoning Compliance is not issued within twelve (12) months of CUP approval.

Made by: Vice Chair Masten

Second: Commissioner Disisto

Roll Call Vote:

Commissioner Garrison- Aye

Commissioner Disisto- Aye

Commissioner Romeo- Aye

Commissioner Klinge- Aye

Vice Chair Masten- Aye

Chairman Williams- Aye

Unanimously carried.

4. **ZO 21-004 - AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTION 404 GENERAL PROVISIONS** – Consideration of a Zoning Ordinance text amendment to Section 404.J regarding height of walls and fences.

Planner Davis stated this is a proposal to amend the current code to change the permitted height of walls and fences. Currently the way the City code works is in a front yard setback in a lot you can have up to a 3 ft. solid wall or fence, or 4 ft. for see-through. In an exterior yard setback, meaning on a side lot line that is on a corner lot, the same rules apply. Elsewhere on the lot on the interior side or the rear allows up to 6 ft. Our proposal is to simplify to allow a 4 ft. solid or see-through fence or wall in a front yard setback and elsewhere on the lot you can have a 6 ft. solid or see-through fence or wall. The only exception to this would be if there is a sight triangle at the corner to allow for visibility for vehicles at a street corner. Industrial areas would be the same, exceptions could be made for school and other public or quasi-public institutions with a Design Review approval.

Chairman Williams asked what if the home has two main streets.

Planner Davis stated these types of situations would be looked at in a case by case instance.

Commissioner Garrison commented on making the definition of a setback clear so the general public can understand what it means.

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Motion was made to recommend approval to the City Council the proposed amendments to Section 404.J.

Made by: Vice Chair Masten

Second: Commissioner Romeo

Roll Call Vote:

Commissioner Garrison- Aye

Commissioner Disisto- Aye

Commissioner Romeo- Aye

Commissioner Klinge- Aye

Vice Chairman Masten- Aye

Chairman Williams- Aye

Unanimously carried.

VI. DISCUSSION ITEMS:

1. GENERAL PLAN UPDATE-

Planner Davis briefly described the Arizona Revised Statutes on General Plan contents and processes in preparation for the upcoming General Plan update.

VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:

Commissioner Garrison requested a meeting for the Planning & Zoning Commission to meet with the City Council.

City Manager Ron Corbin stated this would be possible, he will coordinate with the Mayor to set up a meeting.

VIII. ADJOURNMENT

9:03PM

*The Agenda was amended to move item CUP 21-001 from item #2 to item #1, to accommodate the high attendance to discuss the item.

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

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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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