



CITY OF COTTONWOOD
PLANNING & ZONING COMMISSION MINUTES
 REGULAR MEETING
 Monday, June 17, 2019
 6:00 pm.

I. CALL TO ORDER 6:01PM

A. Roll Call

<p>Commissioners present: Robert Hart Christopher Dowell Jesse Dowling Thomas Narwid Chairman Williams</p>	<p>Commissioners Absent: Vice-Chairman Wasden Terryl Sherman</p>
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City Staff Present:

Ron Corbin, City Manager
 Berrin Nejad, Community Development Director
 Steve Horton, City Attorney
 Scott Ellis, Community Development Planner
 Jim Padgett, Community Development Planner
 Rudy Rodriguez, Deputy City Manager
 Richard Faust, Economic Development Director
 Brenda Campbell, Administrative Assistant, Recorder

B. Approval of Minutes: May 20, 2019 Regular Meeting

Motion: To approve the minutes of 5/20/2019 meeting

Made by: Commissioner Dowling

Second: Commissioner Narwid

Roll Call Vote:

Robert Hart-Aye
 Christopher Dowell – Aye
 Jesse Dowling – Aye

Thomas Narwid – Aye
 Chairman Williams-Aye

II. CALL TO THE PUBLIC

Chairman Williams opened the floor to the public for public comment on anything not on the agenda. Chairman Williams closed the floor to the public for public comment.

III. OLD BUSINESS:

- 1. None**

IV. NEW BUSINESS:

- 1. CUP 16-004-MOD TERRA BENE** - A request to extend the approval date for the project. The project is located at 901 S. Willard Street on S. Willard Street north of E. Tierra Verde Drive. APN: 406-08-009D, 406-08-009C, 406-08-010A. Owner: Beaver Creek Development Company Inc, and Selna and Mongini Investments. Applicant: Bernadette Selna.

Planner Padgett conveyed the applicant's request to table until July 15th Planning and Zoning meeting.

Motion: To table item until July.
Made by: Commissioner Dowling
Second: Commissioner Dowell

Roll Call Vote:
Robert Hart-Aye
Christopher Dowell – Aye
Jesse Dowling – Aye
Thomas Narwid – Aye
Chairman Williams-Aye

- 2. CUP 17-003-MOD AND DR 17-003-MOD CIRCLE K** – A request to extend the approval date for the project. There have been significant design issues and delays in compiling all parcels as needed for the project. The project is located at the northwest corner of N. Main St. and E. Mingus Ave. APN: 406-37-001, 406-37-002A, 406-37-004, 406-37-005, 406-37-001F, C & H. Owner: Circle K Stores, Inc. Applicant: Land Development Consultants, LLC.

Planner Ellis presented the applicant's request to extend time for another 6 months. The applicant, Tracy Rodell, added that the existing Goodwill is in a lease until end of September and will vacate in mid-October. It is requested to grant a 12 month extension to give Goodwill time to vacate.

Chairman Williams opened the floor to the public for public comment. Chairman Williams closed the floor to the public for public comment.

A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.

Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.

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Motion: To approve 12 months extension
Made by: Commissioner Dowell
Second: Commissioner Hart

Roll Call Vote:
Robert Hart-Aye
Christopher Dowell – Aye
Jesse Dowling – Aye
Thomas Narwid – Aye
Chairman Williams-Aye

3. **DR 19-008 – HABITAT FOR HUMANITY** – A request for Design Review for a 3,000 square foot modular office building on property zoned C-1 (Light Commercial), located at 737 S. Main Street in Cottonwood. APN: 406-04-036U and 406-02-023. Owner: Verde Valley Habitat For Humanity Inc. Agent/Applicant: Gary Rideout.

Planner Padgett stated that there would be six modular storage buildings combined into one 3000 sq. ft. facility at their current location. Additional parking will be provided. The storage facility will make the current retail store more aesthetically pleasing.

The applicant, Gary Rideout, stated that the re-store lacks space and has been using the exterior parking lot area for storage. The storage units will have power. A sidewalk will be added, as well as, landscaping and handicap parking. Chairman Williams asked if 6 months would be enough and Mr. Rideout stated that it would.

Chairman Williams opened the floor to the public for public comment. Chairman Williams closed the floor to the public for public comment.

Motion: to approve with stipulations
Made by: Commissioner Dowling
Second: Commissioner Narwid

Roll Call Vote:
Robert Hart-Aye
Christopher Dowell – Aye
Jesse Dowling – Aye
Thomas Narwid – Aye
Chairman Williams-Aye

DR 19-008-HABITAT FOR HUMANITY approved with the following stipulations:

1. That the project is developed in conformance with the development plans as approved at the Planning and Zoning Commission at the June 17, 2019 meeting.
2. That the project conforms to Code Review Board comments dated May 9th, 2019.
3. That the project comply with all Building, Engineering and Fire Department requirements.
4. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 6 (six) months of the approval by the Planning and Zoning Commission.

A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.

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4. **CUP 19-001 AND DR 19-001 VAN HORN PROJECT** - Consideration to Revoke as previously approved to renovate one (1) existing commercial unit and construct a new commercial ground floor unit and two (2) residential units in a mixed use building and allow the residential use in a C1 zone. The project is located in the Cottonwood Commercial Historic District in a C-1 (Light Commercial) zone located at 1037 North Main St. APN:406-34-006A Owner: Michael and Patricia Van Horn RS, Applicant: Chris Vernosky.

Planner Padgett presented revised project plans. It is requested that previous approved plans be revoked so that there would not be two Conditional Use Permits on the same property.

Chairman Williams opened the floor to the public for public comment. Chairman Williams closed the floor to the public for public comment.

Motion: to revoke previously approved plans.

Made by: Commissioner Dowling

Second: Commissioner Dowell

Roll Call Vote:

Robert Hart-Aye

Christopher Dowell – Aye

Jesse Dowling – Aye

Thomas Narwid – Aye

Chairman Williams-Aye

5. **CUP 19-002 AND DR 19-007 –THE LOFTS OF OLD TOWN** - A request for a Conditional Use Permit and Design Review to construct a hotel on the same property as an existing commercial retail building on the southeast corner of Main and Yavapai Streets. The project is located in the Cottonwood Commercial Historic District in a C-1 (Light Commercial) zone located at 1037 North Main St. APN:406-34-006A Owner: Michael and Patricia Van Horn RS, Applicant: Chris Vernosky.

Planner Padgett presented a change to the project. The original ground floor retail unit will now be operated as a residential hotel type unit, leaving the one existing retail unit in place. Minor changes will be made in the floor plan. Commissioner Dowell voiced concerns regarding Yavapai Street not being a two lane street. The street will need to be addressed quickly.

The applicant, Chris Vernosky, stated that he is in discussions with engineering regarding the street. Chairman Williams gave him 12 months to complete the project with total compliance.

Chairman Williams opened the floor to the public for public comment. Chairman Williams closed the floor to the public for public comment.

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Motion: to approve with stipulations
Made by: Commissioner Dowling
Second: Commissioner Dowell

Roll Call Vote:
Robert Hart-Aye
Christopher Dowell – Aye
Jesse Dowling – Aye
Thomas Narwid – Aye
Chairman Williams-Aye

CUP 19-002 AND DR 19-007 –THE LOFTS OF OLD TOWN approved with the following stipulations:

1. That the project is developed in conformance with the development plans as approved at the Planning and Zoning Commission at the June 17, 2019 meeting.
 2. That the project conforms to the Code Review Board comments dated May 16, 2019.
 3. Any other required supporting documentation is submitted to staff and approved (i.e. drainage reports, surveys, etc.)
 4. The property owner develops the alley and any roadway improvements along Yavapai Drive in accordance with City standards as approved by the City Engineer.
 5. A Certificate of Zoning Compliance documenting the pulling of permits within a 12 month time period.
 6. 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.
- 6. CUP 19-003 - VERDE VALLEY HOMELESS COALITION** - A request for a Conditional Use Permit to operate a drop in center for homeless individuals to provide job search services and guidance. The project is in a C-1 (Light Commercial) zone located at 327 S. 15th St. APN: 406-41-040 Owner: Kim and Carol Wright JT, Applicant: Raena Avalon / Verde Valley Homeless Coalition.

Planner Padgett presented the request by the applicant to move to a different location, 327 S. 15th Street. The applicant, Raena Avalon explained that the new location and building will allow expansion from the current 700 sq. ft. location to a 1600 sq. ft. location. This will allow the Homeless Coalition to accommodate more people. She also stated that there is surveillance at the property. Commissioner Dowell discussed concerns about complaints that the Police Department receives from neighbors near their current location. Ms. Avalon stated that everyone within 300' of the location has her phone number so they can contact her regarding problems. Ms. Avalon also explains that the facility will also be a cold weather shelter when needed.

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Chairman Williams opened the floor to the public for public comment. There were 8 (eight) arguments for and 3(three) against the relocation area. Chairman Williams closed the floor to the public for public comment.

Per the City Attorney Steve Horton's recommendation, a vote was conducted to enable the public to appeal the decision within 15 days.

Motion: to approve with stipulations

Made by: Commissioner Dowling

Second: Commissioner Dowell

Roll Call Vote:

Robert Hart-Aye

Christopher Dowell – Aye

Jesse Dowling – Aye

Thomas Narwid – Aye

Chairman Williams-Aye

CUP 19-003 - VERDE VALLEY HOMELESS COALITION approved with the following stipulations:

1. That the project is developed in conformance with the development plans as approved at the Planning and Zoning Commission at the June 17, 2019 meeting.
2. That the project conforms to the Code Review Board comments dated May 09, 2019.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued prior to issuance of a Certificate of Occupancy.
4. That the applicant provide email and phone contact information to all property tenants and owners within a 300' radius.
5. 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.
6. The stipulations would include the operation of this facility as a cold weather shelter when the temperature drops below 35 degrees, as it is already approved on the previous location.

7. **CUP 19-004 – FOLEY GARAGE** – A request for a Conditional Use Permit for a twenty foot six inch (20'6") high detached garage that exceeds the height limitation allowed for an accessory structure by four feet six inches (4'6"). The property is in the Quail Canyon Subdivision and is zoned Planned Area Development (PAD). APN 406-62-024. Owner: Anne L. Foley, Applicant Aaron Schwarder, Schwarder Construction LLC

The applicant, Mr. Schwarder, stated that the RV height request for the garage was approved by the HOA. Commissioner Hart requested that the addition be built to look like part of the original design. The applicant stated that he would speak to the homeowner.

Motion: to approve with stipulations

Made by: Commissioner Dowling

Roll Call Vote:

Robert Hart-Aye

Christopher Dowell – Aye

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Second: Commissioner Dowell

Jesse Dowling – Aye
Thomas Narwid – Aye
Chairman Williams-Aye

CUP 19-004-FOLEY GARAGE approved with the following stipulations:

1. That the project conforms to Code Review Board comments dated May 22, 2019.
2. That the project is developed in conformance with the development plans as approved at the Planning and Zoning Commission at the June 17, 2019 meeting.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued prior to issuance of a Certificate of Occupancy.
4. 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.
5. Integrate the wainscoting from the existing home.

V. DISCUSSION ITEMS: None.

VI. INFORMATIONAL REPORTS AND UPDATES: None.

VII. ADJOURNMENT

Motion to adjourn.

Adjourned at 8:36pm

Made by: Commissioner Dowling

Second by: Commissioner Dowell

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