



**CITY OF COTTONWOOD
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

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.

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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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) of 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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