



CITY OF COTTONWOOD COMMUNITY DEVELOPMENT DEPARTMENT

ANNUAL REPORT 2017

Mission Statement

The mission of the City of Cottonwood Community Development Department is to provide professional planning and technical services to guide the orderly development of a healthy, balanced and livable community. This department administers planning services, issues construction permits, and enforces codes and ordinances in the interest of ensuring safe and attractive neighborhoods, a healthy environment and a strong, vital economy.

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INTRODUCTION

This is a year-end report for 2017 for the Community Development Department of the City of Cottonwood. The department includes the following divisions: Planning & Zoning, Building Safety, and Ordinance Enforcement.

The Planning Division plays an integral role in maintaining the quality of development in the City of Cottonwood, which includes assisting developers and the general public in administering the Zoning Ordinance and other regulations. This department is responsible for support of the Planning & Zoning Commission, the Historic Preservation Commission, and the Board of Adjustments.

The Building & Safety Division serves an integral role in the development of the City of Cottonwood, the Building division ensures that all construction within the City meets current building codes adopted by the City Council.

The Code Enforcement Division plays an integral role in maintaining the quality of life in the City of Cottonwood, assisting developers and the general public negotiating zoning and other regulations to the mutual benefit of both. This department is responsible for the routine processes of administering and interpreting the Zoning Ordinance. Codes Compliance is the enforcement branch of the Community Development Office.

COMMUNITY DEVELOPMENT DEPARTMENT

Staff:

Berrin Nejad	Community Development Manager
Charles Scully	Planner (retired December 2017)
Scott Ellis	Planner
Steve Jackson	Building Inspector
Jim Padgett	Assistant Planner/Code Enforcement Coordinator
Christina Anderson	Planning Technician
Amber Richards	Administrative Assistant

Autumn Durnez	Ordinance Enforcement
Al Ponce	Ordinance Enforcement

OFFICE LOCATION:

111 North Main Street
Cottonwood, AZ 86326

DEPARTMENT WEBSITE:

www.cottonwoodaz.gov

MAILING ADDRESS:

827 North Main Street
Cottonwood, AZ 86326

PHONE NUMBERS:

Phone: (928) 634-5505
Fax: (928) 639-4254

Building Inspection Requests: (928) 340-2724

APPLICATION SUBMITTAL INFORMATION

The following applications can be obtained on the City website, Code Review application, Temporary Use Permit application, Minor Land Division application, A-Frame Sign Permit application, Temporary Sign Permit application, Permanent Sign Permit application, Home Occupation Permit application, Paint Permit application, Chicken Permit application, and Utility Exemption application. These all can be found at the following web address: <http://cottonwoodaz.gov/160/Planning-Division>

All Building Permit applications can be obtained on the City website at the following web address: <http://cottonwoodaz.gov/158/Building-Division>

Application Forms: To obtain application forms for development processes including Design Review, Conditional Use, Variance and Zone Changes, please contact our office to schedule a pre-application appointment. In most cases, a Code Review Board meeting is required prior to scheduling of development applications for a hearing.

PLANNING AND ZONING DIVISION:

Staff:

Charles Scully	Planner (retired December 2017)
Scott Ellis	Planner
Jim Padgett	Assistant Planner/Code Enforcement Coordinator
Christina Anderson	Planning Technician

The Planning Division performs both current and long-range planning activities:

CURRENT PLANNING

Current planning involves the management of all development applications, which are reviewed for compliance with Zoning Ordinance, General Plan, and other code documents. This includes general development proposals, as well as zoning changes, subdivisions, minor land division, master planned developments, annexations, conditional use permits and variances. The process may include initial contact with applicants, preliminary meetings with the Code Review Board and additional presentations to the Planning and Zoning Commission, Board of Adjustment and/or City Council.

2017 Current planning projects include the following:

Update sections of the Zoning Ordinance including permitted uses, signs, tiny homes, and dark skies.

LONG RANGE PLANNING

Long-range planning includes research and development for the City's General Plan and Zoning Ordinance amendments, as well as other duties which address future interests of Cottonwood. Long-range planning also includes special studies, project analysis, code amendments and plan

development that affect the long term well-being of the city. 2017 long-range planning projects include the following.

In July 2016, the project architect, Douglas Stroh of Prescott Arizona was selected after a competitive procurement process and he has included architect William Otwell also of Prescott Arizona as part of the project team. Extensive work has since gone into ensuring the project properly integrates technical improvements with historic design features. It is anticipated that the construction phase will be completed in 2017.

Annexation

There was one annexation project initiated in 2016 and the process continued in 2017.

Fir Street Boundary Correction – In 1970, when Verde Village Unit 8 subdivision was recorded there were 13 parcels located across an existing City boundary. Consequently, those parcels have been bisected by the jurisdictional boundary with a portion of each parcel in both the City and the County. This raised significant concerns with regards to various legal rights and responsibilities for both property owners and City and County jurisdiction. Issues include public safety responsibility, tax issues, voting rights, and associated administrative duties. Since state law does not allow the “de-annexation” of any incorporated property back to a county, the only option for correcting this situation is for the City to annex the county portions of the 13 parcels.

This annexation was unsuccessful and has resulted in the 13 properties being split by the Yavapai County Assessor.

HISTORIC PRESERVATION

Prepared Historic Preservation Matching Grant Program Outline. The intent is to provide a small grant program for exterior rehabilitation of properties designated as local Historic Landmarks with funds provided though the Historic Home and Building Tour and by the City Council.

CODE ENFORCEMENT DIVISION:

Staff:

Jim Padgett	Assistant Planner/Code Enforcement Coordinator
Al Ponce	Ordinance Enforcement
Autumn Durnez	Ordinance Enforcement

Code enforcement seeks to maintain the beauty, safety, and comfort of the community through the enforcement of the Cottonwood Municipal Codes, particularly the Zoning Ordinance. Accountability is kept through the Hearing Officer process. Owners are sent a Notice of Violation summoning them to the Hearing. If the property does not abate before the Hearing, the owner is subject to fines within the digression of the Hearing Officer. Upon the 3rd Hearing, the case can be recommended by the Hearing Officer to be perused in Municipal Court.

In 2017:

We received **232 complaints** (including from the public and noticed by enforcement officers).
We sent **98 Violation Warning's**.
We sent **41 Notice of Violation's**.
There were **52 cases** for the Hearing Officer.
There were **123** properties that **abated**.
There were **7 cases** recommended to be pursued in **Municipal Court**.

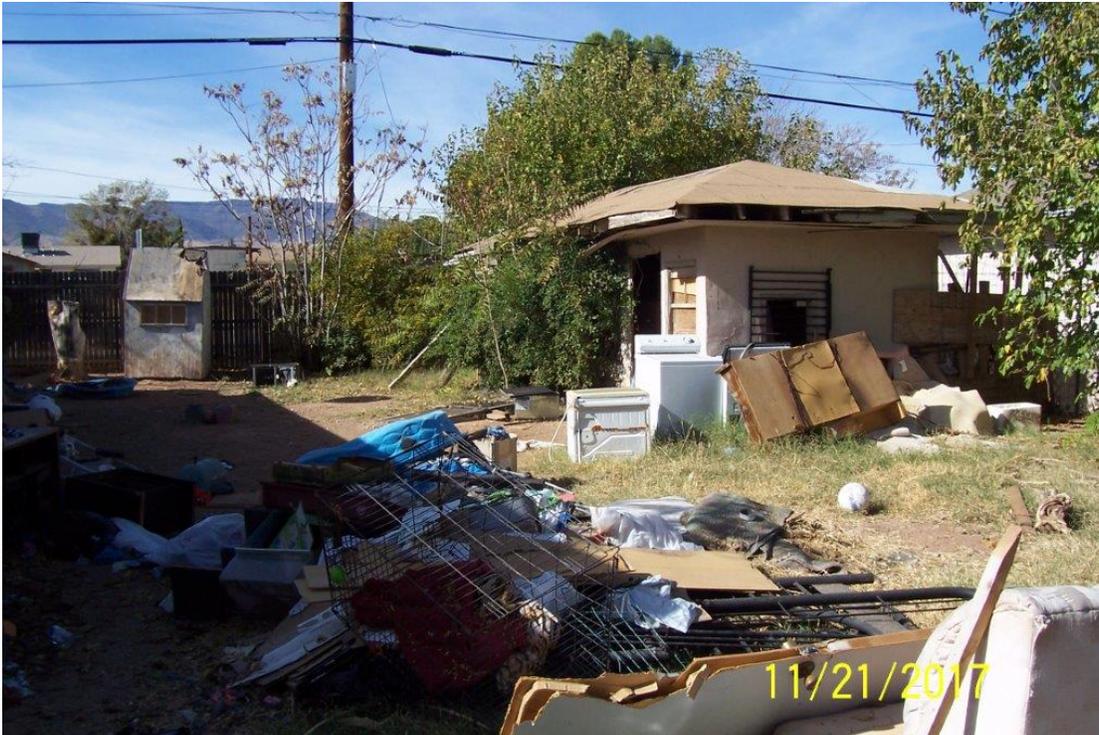


Before

After:



Before:



After:



Before:



After:



BUILDING AND SAFETY DIVISION:

Staff:

Steve Jackson Building Inspector

2009 International Building Codes, with local amendments.

The Building Division has the responsibility of ensuring that all structures and development within the city limits are constructed and maintained to comply with the minimum safety standards set forth in the 2009 International Building Code, 2009 International Residential Code, 2008 National Electric Code and the 2009 International Fire Code. This includes code review, plan review, issuing building and grading permits, field inspections, compliant investigations and related enforcement activities.

Total Construction Permits issued in 2017: 424

This includes residential, commercial, and industrial projects, as well as miscellaneous permits, such as sewer hook ups, fences, solar, garages, carports, fire sprinklers and grading permits.

Annual Construction Report	Total Project Valuation	Percentages
This Year-2017	21,389,291.48	31%
Last Year-2016	16,303,408.50	

Residential Permits Issued:

In some cases permits were issued but construction has not begun.

Single-Family Residential:	36
Multi-Unit:	7 (Apartments & Condominium units)
Mixed Use:	0 (Residential & Commercial)
Manufactured Home:	26
Net Residential Growth:	76 Dwelling Units
Residential Additions:	2309 square feet (total)
Residential Solar:	68
Residential Remodel:	21
Residential Garages:	3
Residential Carports:	5
Residential Sewer:	3
Fire Sprinklers:	43
Residential Fences:	25
Residential Grading:	2

Non-Residential Development Permits Issued:

This list does include renovated space, miscellaneous minor permits, such as utility permits, accessory structures, etc. Permits representing new non-residential construction or net growth include the following:

Permits:

- Tenant Improvements: 23
- Commercial Grading: 8
- Storage Facility: 1 totaling 37,245 square feet
- Hotel/Motel: 1 totaling 15,000 square feet
- Warehouse: 1 totaling 7500 square feet

Maverik



Cottonwood Self Storage



Tavern Hotel Expansion:



Mingus Union High School 700 Building:



Civic Center



BOARDS AND COMMISSIONS

The Community Development Department provides the facilitation and staff coordination for the development process in Cottonwood. This includes providing coordination for the principal boards and commissions that help guide growth and development in the city.

CODE REVIEW BOARD:

Staff Contact: Scott Ellis, Planner, Community Development Department.
(928) 634-5505, sellis@cottonwoodaz.gov

The Code Review Board is a staff-level committee comprised of representatives from several City departments that meet to provide a coordinated review of proposed developments. The purpose of the Board is to provide prospective developers with a review of various code requirements in advance of submittal of formal development applications and/or building construction applications. All proposals that are required to submit development applications for review and approval by the Planning and Zoning Commission, Development Review Board and/or the City Council must first submit a Code Review Board application so as to ensure preliminary technical requirements are addressed prior to submittal of formal development applications.

The membership of the Code Review Board includes representatives from each City department, and outside agencies such as Yavapai County Health Department and Dead Horse State Park, as necessary. Code Review applications must be accompanied by a complete application, which includes the application form, the minimum number of copies of applicable plans and the application fee, which is set by the City Council. The Code Review Board typically meets once a week with a minimum of two weeks lead time required from the time of submittal.

Code Review Board Summary 2017

Meetings 2017: 31

Projects: 46

Commercial Development:	7
Change of Use/TI/Remodel:	34
Public Works:	1
Residential:	2
Special Events:	19
Miscellaneous:	2
Subdivision:	0

Meetings: Tuesday mornings. Scheduling generally requires submittal of a complete application at least two weeks in advance.

Time: 9:00 AM

Location: Development Services Conference Room, 111 N. Main Street.

PLANNING AND ZONING COMMISSION

Staff Contact: Berrin Nejad, Community Development Manager
(928) 634-5505, bnejad@cottonwoodaz.gov

The seven members of the Planning and Zoning Commission are citizen volunteers appointed by the City Council to conduct hearings and make recommendations to the City Council on requests for development applications, including zoning changes, subdivisions and planned developments. The Commission also considers and makes the final decision to approve, approve with conditions or deny applications for Conditional Use Permits and Design Review.

Additionally, the Commission reviews and makes recommendations regarding amendments to the Zoning Ordinance and Cottonwood General Plan, as well as other long-range planning efforts. Members are appointed for staggered terms of three years. In 2017, the Planning and Zoning Commission included the following members:

<u>Members</u>	<u>Term Expires</u>
Edmund Kiyler, Chair	04-05-2020
Robert Williams, Vice Chair	01-20-2019
Tom Narwid	04-05-2020
Judd Wasden	04-05-2020
Suzanne Poslaiko	01-20-2019 (Resigned)
Jean Wilder	01-20-2019
Robert Hart	01-03-2021

Meetings: Third Monday of each month, except when this conflicts with scheduled holidays when the meeting is held on the fourth Monday of the month.

Time: 6:00 PM

Location: City Council Chambers, 826 North Main Street

Planning and Zoning Commission in 2017 had:

- Ten (10) regular meetings
- Three (3) special meeting.

Activities:

CUPs: Six (6)

Design Review projects: Ten (10)

Rezone projects: Three (3)

- **Conditional Use Permit Summary: 2017**

- Six (6) applications were considered by the Planning and Zoning Commission in 2017 for new Conditional Use Permits, one (1) application for a modification of an existing Conditional Use Permit, and three (3) requests for extension of time to complete required conditions of approval. Four (4) of the projects are still in development, and the other two (2) have been completed with the uses operating as presented to the Commission. Approved projects:

- PCU-17-001 Castro Guest House. Located at 1114 S. 6th Street to allow a guest house on R-1 (Single Family Residential) zoned property.
- PCU-17-002 Muse Bistro. Located at 735 N. Main Street to allow a restaurant on CR (Commercial/Residential) zoned property.
- PCU-17-003 Circle K. Located at 1500 E. Mingus Ave. to allow construction of a new gas station and convenience store on C-1 (Light Commercial) zoned property.
- PCU-17-004 Immaculate Conception Senior Living Facility. Located at 700 N. Bill Gray Road to allow construction of a multi-story, ~150,000 square foot senior living facility on CF (Community Facility) zoned property.
- PCU-17-005 Kellie Shamrell Veterinary Clinic. Located at 699 N. 10th Street to allow operation of a veterinary clinic on C-1 (Light Commercial) zoned property.
- PCU-17-006 Bike Shop. Located at 743 N. Main Street to allow outdoor merchandise display at an existing retail bike shop on CR (Commercial/Residential) zoned property.
- PCU-15-001M Coyote Trails Sign. Located at the corner of SR 89A and Groseta Ranch Road to place an off-site special directional sign for the Coyote Trails Golf Course on PAD (Planned Area Development) zoned property.
- PCU-16-008 Mesquite Hills Special Directional Sign. Located on the north side of State Route 89A between Mingus Avenue and Candy Lane to allow a special directional sign on C-1 (Light Commercial) zoned property.

- **Design Review Summary: 2017**

- Ten (10) applications were considered by the Planning and Zoning Commission in 2017 for Design Review, and one (1) had been denied. Some of these projects are in still the process of development; some have already been completed. Approved projects:

- Retail/Service:

- DR-17-003 Circle K. 1500 E. Mingus Ave.
- DR-17-006 Urban Shed Concepts. 698 SR 89A.
- DR-17-009 Cottonwood Cool Storage. 950 S. Camino Real.

- Restaurants:

- DR-17-004 Rockin' B Saloon. 625 E. SR 89A.
- DR-17-0011 Merkin Winery Shade Structure. 1001 N. Main Street.

- Industrial:

- DR-17-002 Cherry St Industrial Park. 253 E. Cherry St.
- DR-17-007 Lefever Land Investments. 656 S. Willard Street.
- DR-17-008 Backus Buildings. 519 & 609 S. Airpark Road.

- Residential:

- DR-17-005 Immaculate Conception Senior Living Facility. 700 N. Bill Gray Road.

- Office:

- None.

- Other:

- None

- **Rezone Summary: 2017**

- Three (3) applications for rezoning were considered by the Planning and Zoning Commission in 2017. Two (2) of the three (3) applications were recommended for approval by the Commission to City Council, with Council approving two of the projects. The third project was withdrawn by the applicant before being presented to City Council. One additional project was presented to City Council for rezone approval that had been recommended for approval by the Planning & Zoning Commission in 2016.

- Z-17-002 Pima Street Parking Lot. 77 W. Pima Street.
- Z-17-003 Galileo 33. 770 N. Verde Heights Drive.

- **General Plan Amendments: 2017**

- Two (2) applications for Minor General Plan Amendments were considered by the Planning and Zoning Commission and City Council in 2017. Both of the applications were recommended for approval by the Commission to City Council, with Council approving both.
 - GP-17-001 Pima Street Parking Lot. 77 W. Pima Street.
 - GP-17-002 Galileo 33. 770 N. Verde Heights Drive.

- **Zoning Ordinance Amendments: 2017 (Continued into 2018)**

- **Ordinance 624.** (July 6, 2017) Amendments to Section 406.C.2.c and C.2.g. Parking and Loading Requirements. Providing exceptions to not allowing vehicles to back into a public street and the minimum distance between driveways and street intersections, under certain conditions.
- **Ordinance 629.** Amendment to Section 418 C-1 Light Commercial. Moving from Conditional Uses to Permitted Uses, the ability to have live outdoor music. This amendment was recommended approval by the Planning & Zoning Commission, then brought to City Council for a work session. It was then brought back to the Commission for clarification on the boundaries as to which the live music applies, resulting in the Commission no longer recommending approval. Has not been presented to Council as a regular agenda item.
- **Ordinance 630.** (January 2, 2018) Amendment to Section 301F.3. Amendments or Zone Changes. Amending the current requirement that any changes to an amendment or project that Council proposes must first go back to the Planning & Zoning Commission before Council may take action. Council may now make changes/modifications and take action on an item without sending it back to the Commission.
- **Ordinance 633.** (January 2, 2018) Amendments to Section 405 Signs. Modifying the allowable height of a sign from 15'-20' depending on street frontage, to 10' on all street frontages, defining a monument sign, changing the allowable square footage of monuments signs for buildings within shopping centers and buildings not in shopping centers.
- **Ordinance 634.** (January 2, 2018) Amendments to Section 301.F.2. Amendments or Zone Changes. Amending the current wording for legal protest procedures to match new state law changes.

- **Ordinance 635.** Amendments to Section 408 Outdoor Lighting Code. Amending the entire Section 408 to remove and add wording to allow the City to become a designated Dark Sky community. Recommended approval by the Planning & Zoning Commission and requested to be discussed at a work session by City Council.

HISTORIC PRESERVATION COMMISSION

Staff Contact: Berrin Nejad, Community Development Manager

(928) 634-5505, bnejad@cottonwoodaz.gov

The seven members of the Historic Preservation Commission are citizen volunteers appointed by the City Council to advise them on matters relating to historic preservation, including the making of plans and policies for the identification, evaluation, protection, preservation, and enhancement of historic structures, historic landmarks and historic districts in the City of Cottonwood. They work to increase public awareness of the values of historic, cultural, archaeological and architectural preservation, by developing and participating in public education programs.

Additionally, the Commission reviews development within a historic district, maintains and updates a local historic properties inventory, and review and propose sites and structures for designation as a historic landmark, and for listing on the National Register of Historic Places. Members are appointed for terms of three years. In 2017, the Historic Preservation Commission included the following members:

<u>Members</u>	<u>Term Expires</u>
Tim Elinks, Chair	03-22-2020
Christian Vernosky, Vice Chair	01-03-2021
Kathryn Turney	03-22-2020
Annabel Sclipa	03-06-2019 (Resigned)
Felicia Coates	03-22-2020
Glenda Farley	01-08-2017 (Resigned)
Michael Mathews	03-06-2019
Ryan Bigelow	11-03-2017 (Resigned)
Jacob Mickle	01-03-2021
Karen Leff	01-08-2017 (Resigned)
Marie Palowoda	03-06-2019

Meetings: Fourth Wednesday of each month, except when this conflicts with scheduled holidays when the meeting is held on the third Wednesday of the month.

Time: 6:00 PM

Location: City Council Chambers, 826 N. Main St.

Historic Preservation Commission in 2017 had:

- Nine (9) regular meetings
- Three (3) special meeting.

PROJECTS:

1. Fourth Annual Cottonwood Historic Home & Building Tour.

The 4th annual *Cottonwood Historic Home & Building Tour* was held November 4, 2017, in conjunction with “*Walkin’ on Main,*” a popular street fair, which closes off several blocks of Main Street through the historic Old Town Cottonwood commercial district and includes a live music stage, wine tasting, fine art show, classic car display, and various vendors and community groups.

The Historic Preservation Commission took the lead in organizing and implementing the home tour event through a partnership with the Old Town Association, a non-profit group comprised of merchants, property owners and residents. Both residential and non-residential properties were included in the inaugural home tour.

Home Tour

Total Attendance 2017: 152

Change from previous year: 35%

Tour Survey

Returned Surveys: 75%

Consider Coming Back Next Year: 91%

2. State Historic Preservation Office Pass-Through Grant

In 2017 the City of Cottonwood applied for the State Historic Preservation Office (SHPO) Pass-Through Grant, which is a matching grant between the State and the City (60/40). The City received the grant which totaled \$20,000.00, this will be allocated for a update on the Historic Property Survey.

BOARD OF ADJUSTMENT

Staff Contact: Berrin Nejad, Community Development Manager

(928) 634-5505, bnejad@cottonwoodaz.gov

In September 2008, the City Council approved the establishment of a separate five-member Board of Adjustment comprised of residents of Cottonwood appointed by the Council. The Board acts in a quasi-judicial capacity by holding public meetings and considering evidence regarding requests for variances and appeals of decisions made by the Zoning Administrator. Variances may only be granted where it is shown that there are special circumstances applicable to the property, including size, shape, topography, location or surroundings, so that the strict application of the Zoning Ordinance would deprive such property of privileges enjoyed by other property of the same classification in the same zoning district. Variances cannot be granted due to a self-imposed hardship or because of financial reasons. Any variance granted is subject to such conditions as will assure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity with the same zoning.

2017 Members of the Board of Adjustment:

The City has advertised several times to fill the Board of Adjustments and have not received any applications.

Variances

There was 0 Variances in 2017

Appeals

There was 0 Appeals in 2017

CONFERENCES AND TRAINING

Staff and board members are encouraged to attend conferences and training sessions periodically throughout the year so as to stay informed with the latest information in the field and to improve the quality of service to public. Some of the programs attended by various Community Development staff and board members in 2017 include the following:

- American Planning Association 2017 Conference.
- Land Use Law Seminar.
- Tiny Home Seminar.
- Building Official Training.
- Small Wireless Facilities Training.