



# **CITY OF COTTONWOOD COMMUNITY DEVELOPMENT DEPARTMENT**

## **ANNUAL REPORT 2018**

### ***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 2018 for the Community Development Department of the City of Cottonwood. The department includes the following divisions: Planning & Zoning, Building Safety, and Code 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
Paul Hodges	Building Official
Scott Ellis	Planner
Jim Padgett	Planner
Steve Jackson	Building Inspector
Christina Anderson	Planning Assistant/Code Enforcement Coordinator
Amber Richards	Planning Technician

Al Ponce                      Ordinance Enforcement Officer

### **OFFICE LOCATION:**

111 North Main Street  
Cottonwood, AZ 86326

### **DEPARTMENT WEBSITE:**

[www.cottonwoodaz.gov](http://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:**

Scott Ellis	Planner
Jim Padgett	Planner
Christina Anderson	Planning Assistant/Code Enforcement Coordinator
Amber Richards	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.

### **2018 Current planning projects include the following:**

Update sections of the Zoning Ordinance including permitted and conditional uses, signs, tiny homes, general provisions, parking, setbacks, mobile vendors, and dark skies, and process everyday permits associated with new development (commercial and residential).

### **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.

## **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 through the Historic Home and Building Tour and by the City Council.

## CODE ENFORCEMENT DIVISION:

### Staff:

Christina Anderson    Planning Assistant/Code Enforcement Coordinator  
Al Ponce                    Ordinance Enforcement Officer

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 3<sup>rd</sup> Hearing, the case can be recommended by the Hearing Officer to be perused in Municipal Court. In severe cases, citation directly into Municipal Court can be initiated.

### In 2018:

We received **452 complaints** (including from the public and noticed by enforcement officer(s)).

We sent **322 Violation Warning's**.

We sent **110 Notice of Violation's**.

There were **104 cases** for the Hearing Officer.

There were **354** properties that **abated**.

There were **17 cases** recommended to be pursued in **Municipal Court**.

### Before





After:



Before:



After:



## **BUILDING AND SAFETY DIVISION:**

### **Staff:**

Paul Hodges                Building Official

Steve Jackson            Building Inspector

2012 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 2012 International Building Code, 2012 International Residential Code, 2012 International Property Maintenance Code, 2011 National Electric Code and the 2012 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 2018: 551**

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.

<b>Annual Construction Report</b>	<b>Total Project Valuation</b>	<b>Percentages</b>
<b>This Year-2018</b>	30,807,348.90	44%
<b>Last Year-2017</b>	21,389,291.48	

### **Residential Permits Issued:**

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

Single-Family Residential:	72
Multi-Unit:	0 (Apartments & Condominium units)
Mixed Use:	0 (Residential & Commercial)
Manufactured Home:	30
Net Residential Growth:	85 Dwelling Units
Residential Additions:	970 square feet (total)
Residential Solar:	51
Residential Remodel:	18
Residential Garages:	17
Residential Carports:	7
Residential Sewer:	2
Fire Sprinklers:	76
Residential Fences:	57
Residential Grading:	14

### **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:	48
Commercial Grading:	7
Storage Facility:	1 totaling 7650 square feet
Hotel/Motel:	0
Warehouse:	2 totaling 16750 square feet
Church/Religious:	1 totaling 2854 square feet
Hospital/Institutional:	1 totaling 3695 square feet
Customer Service:	1 totaling 1323 square feet

**The Vineyards at Cottonwood**





**Masonic Lodge**



**Airpark Warehouses**





**Planet Fitness:**



## **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:* Jim Padgett, Planner, Community Development Department  
(928) 634-5505, jpadgett@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 2018**

**Meetings 2018: 31**

**Projects: 57**

Commercial Development:	9
Change of Use/TI/Remodel:	37
Residential:	4
Special Events:	1
Miscellaneous:	5
Subdivision:	1

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

Time: 9:00 AM

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

## **PLANNING AND ZONING COMMISSION**

*Staff Contact:* Scott Ellis, Planner, Community Development Department  
(928) 634-5505, sellis@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 2018, the Planning and Zoning Commission included the following members:

<b><u>Members</u></b>	<b><u>Term Expires</u></b>
Robert Williams, Chair	01-20-2019
Judd Wasden, Vice Chair	04-05-2020
Tom Narwid	04-05-2020
Robert Hart	01-03-2021
Christopher Dowell	01-20-2019
Jesse Dowling	04-05-2020
Susan Masters	01-20-2019

**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 2018 had:

- Ten (10) regular meetings.
- Two (2) special meetings.
- Two (2) regular meetings cancelled.

### **Activities:**

CUPs: Nine (9)

Design Review projects: Fifteen (15)

Rezone projects: Three (3)

General Plan Amendments: One (1)

## Zoning Ordinance Text Amendments: Ten (10)

All Text Amendments were recommended for approval to the City Council by the Planning and Zoning Commission and approved by City Council.

- **Conditional Use Permit Summary: 2018**

- Nine (9) applications were considered by the Planning and Zoning Commission in 2018 for new Conditional Use Permits, and two (2) requests for extension of time to complete required conditions of approval. Of the new projects, one (1) was withdrawn, three (3) are currently in operation, and five (5) are in development stages. All new applications and requests for time extensions were approved by the Commission.
- Approved projects:
  - PCU-18-001 Animal Sanctuary. Located at 902 N. 14<sup>th</sup> Street to allow keeping of additional animals for therapy purposes, on AR-43 (Agricultural/Residential) zoned property.
  - PCU-18-002 Dutch Brothers. Located at 1519 E. State Route 89A to allow a drive-thru coffee shop on C-1 (Light Commercial) zoned property.
  - PCU-18-003 Old Town Mission Garden. Located at 116 E. Pinal Street to allow development of a garden to provide produce to the Old Town Mission and sell to customers, on R-2 (Single Family/Multi-Family Residential) zoned property. Application was withdrawn by applicant.
  - PCU-18-004 Dairy Queen. Located at 102 S. Main Street and 1505 E. Ash Street to redevelop an existing Dairy Queen into a newly constructed Dairy Queen, and use an adjacent lot for required parking, on C-1 (Light Commercial) zoned property.
  - PCU-18-005 Chocolate Factory. Located at 541 N. Main Street to allow operation of a chocolate manufacturing, retail, and wholesale business on C-1 (Light Commercial) zoned property.
  - PCU-18-006 Verde Valley Homeless Coalition. Located at 14 S. Main Street to allow a daytime drop-in center to provide job search and related services to homeless individuals on C-1 (Light Commercial) zoned property.

- PCU-18-007 Verde Valley Homeless Coalition Cold Weather Shelter. Located at 14 S. Main Street to allow overnight sleeping accommodations to homeless individuals when the outside temperature is below thirty-five (35) degrees, on C-1 (Light Commercial) zoned property.
- PCU-18-008 Braly Residence. Located at 123 S. 15<sup>th</sup> Street to allow a single family residence on C-1 (Light Commercial) zoned property.
- PCU-18-009 Old Town Brew Pub. Located at 791 N. Main Street to allow for the renovation of a historic building to be used as a brewery and restaurant on C-1 (Light Commercial) zoned property.
- PCU-17-003-MOD Circle K. Located on the northwest corner of N. Main Street and E. Mingus Avenue to allow development of a new convenience store and gas station, on C-1 (Light Commercial) zoned property. This project was approved in 2017, however the applicant was required to ask for a time extension for conditions of approval.
- PCU-17-004-EXT Immaculate Conception Senior Living. Located at 700 N. Bill Gray road to allow for the development of a multi-story 150+ bed senior living facility on CF (Community Facility) zoned property. This project was approved in 2017, however, the applicant was required to ask for a time extension for conditions of approval.

- **Design Review Summary: 2018**

- Fifteen (15) applications were considered by the Planning and Zoning Commission in 2018 for Design Review. Five (5) of the Design Review requests were associated with Conditional Use Permit and/or rezone requests. Some of these projects are still in the process of development; some have already been completed. All of the requests were approved.

- Retail/Service:

- DR-18-002 Oxendale Renovation. 792 E. State Route 89A.
- DR-18-006 Oxendale Sign Plan. 792 E. State Route 89A.
- DR-18-008 Chocolate Factory. 1421 E. Greenlee Street.

- Restaurants:

- DR-18-001 Dutch Brothers. 1519 E. State Route 89A.
- DR-18-005 Dairy Queen. 102 S. Main Street.
- DR-18-010 Dunkin Donuts. 1006 S. Main Street.

- DR-18-012 Starbucks. 1010 S. Main Street.
- DR-18-015 Old Town Brew Pub. 791 N. Main Street.
- DR-18-017 Bocce Expansion. 1054 N. Main Street.
- Industrial:
  - None.
- Residential:
  - DR-18-004 Inspiration at Cottonwood. 345 W. State Route 89A.
  - DR-18-014 Immaculate Conception Senior Living Facility. 700 N. Bill Gray Road.
- Office:
  - None.
- Other:
  - DR-18-009 Verde Valley Medical Center Corridor.
  - DR-18-011 City Hall Restroom Mural.
  - DR-18-013 Pinnacle Consulting Cell Tower.
  - DR-18-016 Verde Valley Medical Center Office Building.
- **Rezone Summary: 2018**
  - Two (2) new applications for rezoning were considered by the Planning and Zoning Commission in 2018, plus one (1) rezoning extension request. All three (3) requests were recommended for approval by the Commission to City Council, with Council approving all three (3).
    - Z-18-001 Inspiration at Cottonwood. Located at 345 W. State Route 89A to develop approximately 9 acres of land for ~190 one to three bedroom apartment units, plus a clubhouse. The rezone was for a dual zoned parcel with C-2 (Heavy Commercial) and I-2 (Heavy Industrial) zoning to PAD (Planned Area Development) zoning.
    - Z-18-002 Starbucks. Located at 1010 S. Main Street to develop approximately .80 acres into a new drive-thru Starbucks restaurant. The rezone was for two parcels, from C-2 (Heavy Commercial) and PAD (Planned Area Development) zoning to PAD (Planned Area Development) zoning.
    - Z-13-022 Skyline Apartments. Located at 840 and 842 S. Main Street to develop vacant land into apartments or condos, and transfer existing

apartments into condos. The request was to rezone three properties from R-1 (Single Family Residential), R-2 (Single Family Residential/Multi-Family Residential) R-3 (Multi-Family Residential), and C-1 (Light Commercial) zoning to PAD (Planned Area Development) zoning. The project was approved in 2015, however, the applicant was required to request a time extension to complete conditions of approval.

- **General Plan Amendments: 2018**

- One (1) application for a Minor General Plan Amendment was considered by the Planning and Zoning Commission and City Council in 2018. The application was recommended for approval by the Commission to City Council, with Council approving the request.
  - GP-18-001 Inspiration at Cottonwood. Located at 345 W. State Route 89A, in association with Z-18-001 in order to approve the rezone request.

- **Zoning Ordinance Amendments: 2018**

- **Ordinance 635.** Amendment to Section 408, deleting it in its entirety and replacing it with a new, updated Section 408 to allow the City to meet International Dark Sky requirements to apply for Dark Sky designation.
- **Ordinance 641.** Amendment to Section 406 Parking and Loading Requirements to add section H. Bicycle Parking. This amendment requires new developments and expansions to existing developments to provide a certain number of bicycle parking spaces on site.
- **Ordinance 642.** Amendment to Section 406 Parking and Loading Requirements to add sections under 406.D and to revise the parking schedule for most uses. Additions include allowing an up to 10% reduction in the required number of spaces if certain conditions are met, and allowing up to 10% of the total required spaces to be designated as compact parking spaces.
- **Ordinance 646.** Amendment to Sections 410 (GA) General Agricultural, 411 (AR-43) Agricultural Residential, 423 (CF) Community Facility, and 425 (AR-70) Agricultural Residential to allow RV Parks as Conditional Uses.
- **Ordinance 647.** Amendment to Section 404 General Provisions to change section 404.H.3 to restrict overall building height of structures, and renumber sections 404.H.3 through 404.H.10. This change limits the height of all buildings to thirty-five (35) feet (25 feet in MH Zone) unless approved for additional height by a

Conditional Use Permit or PAD zoning designation (except MH Zone). Any building constructed beyond forty (40) feet or three (3) stories is required to be constructed of non-combustible materials.

- **Ordinance 648.** Amendment to Section 417 MH Zone to amend 417.D.6.a, 417.E.6.a, and 417.E.8 regarding setback requirements for garages and carports. This amendment clarified language on where a setback is to be measured from and to within the MH Zone for carports and garages.
- **Ordinance 649.** Amendment to Section 404 General Provisions and Article II Definitions to add requirements for accessory structures on corner lots, and to define a corner lot.
- **Ordinance 653.** Amendment to Section 418 Light Commercial to amend 418.B.5 to allow outdoor entertainment as a permitted use on C-1 properties within the boundaries of the Arts, Culture, and Entertainment District. All C-1 properties outside of the Arts, Culture, and Entertainment District will still be required to obtain a Conditional Use Permit to provide outdoor entertainment.
- **Ordinance 654.** Amendment to Section 405 Sign Requirements to amend 405.B.3 and 405.E.5 prohibiting flag banners, and defining flag banners.
- **Ordinance 655.** Amendment to Section 418 Light Commercial to amend 418.D.5 regarding an administrative adjustment to the front and rear setbacks, and landscaping requirements on C-1 properties located within the boundaries of the Arts, Culture, and Entertainment District.

## **HISTORIC PRESERVATION COMMISSION**

*Staff Contact:* Jim Padgett, Planner, Community Development Department  
(928) 634-5505, [jpadgett@cottonwoodaz.gov](mailto:jpadgett@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 2018, the Historic Preservation Commission included the following members:

**Members**

**Term Expires**

Christian Vernosky, Chair	01-03-2021
Tim Elinks, Vice Chair	03-22-2020
Kathryn Turney	03-22-2020
Felicia Coates	03-22-2020 (Resigned)
Michael Mathews	03-06-2019
Jacob Mickle	01-03-2021
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 2018 had:

- Eleven (11) regular meetings
- None (0) special meetings.

**PROJECTS:**

1. **Fifth Annual Cottonwood Historic Home & Building Tour.**

The 5th annual *Cottonwood Historic Home & Building Tour* was held November 3, 2018, and the Historic Preservation Commission took the lead in organizing and implementing the home tour event. Both residential and non-residential properties were included in the home tour.

**Home Tour**

Total Attendance 2018: 130

Change from previous year: -14%

**Tour Survey**

Returned Surveys: 32%

Consider Coming Back Next Year: 78%

## **2. State Historic Preservation Office Pass-Through Grant**

In 2018 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, which is planned to be allocated for an update for Phase 2 of the Historic Property Survey.

## **3. Wayfinding Signage Master Plan**

Staff is working on a Wayfinding Masterplan and is coordinating with other departments and with business owners to determine the design, locations, cost, financing options and administrative procedures for a comprehensive sign plan. The design of the signage is proposed to be compatible with the signage plans for the Riverfront Trails Master Plan.

## **4. Old Town Overlay District**

An overlay district for the Old Town area is being discussed with the Historic Preservation Commission. With the information from Phase 1 of the Historic Resources Survey, the boundaries of the existing Historic Commercial District may be amended to include additional areas and to provide development guidelines for the Old Town area. Existing zoning requirements for commercial properties are not compatible with the existing development in Old Town and a proposed overlay district will assist with development projects.

## **BOARD OF ADJUSTMENT**

*Staff Contact:* Berrin Nejad, Community Development Director  
(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.

2018 Members of the Board of Adjustment:

**Members**

**Term Expires**

Diane Joens  
Terry Payne  
Thomas Disisto  
Scott Anderson  
Open Seat

05-05-2021  
05-05-2021  
06-22-2021  
09-18-2021

**Variances**

There was 0 Variances in 2018

**Appeals**

There was 0 Appeals in 2018

**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 2018 include the following:

- American Planning Association State Chapter 2018 Conference.
- Land Use Law Seminar.