



CITY OF COTTONWOOD COMMUNITY DEVELOPMENT DEPARTMENT

ANNUAL REPORT 2019

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.

TABLE OF CONTENTS

Introduction

Planning and Zoning Division

- Current Planning
- Long Range Planning
- Historic Preservation
- Code Enforcement Division

Building Division

Boards and Commissions

- Code Review Board
- Planning and Zoning Commission
- Historic Preservation Commission
- Board of Adjustment

Conferences and Training

INTRODUCTION

This is a year-end report for 2019 for the Community Development Department of the City of Cottonwood. The department includes the following divisions: Planning & Zoning, Building, 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 Division serves an integral role in the development of the City of Cottonwood by ensuring 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 with negotiating zoning and other regulations to the mutual benefit of everyone. This division is responsible for the routine processes of administering and interpreting the Zoning Ordinance and serves as the enforcement branch of the Community Development Department.

COMMUNITY DEVELOPMENT DEPARTMENT

Staff:

Berrin Nejad	Community Development Director (September 2019)
Scott Ellis	Community Development Director
Paul Hodges	Building Official
Jim Padgett	Planner
Steve Jackson	Building Inspector
Christina Anderson	Planning Assistant/Code Enforcement Coordinator
Amber Richards	Planning Technician
Brenda Campbell	Administrative Assistant
Al Ponce	Ordinance Enforcement Officer

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:

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 the Zoning Ordinance, General Plan, and other code documents. This includes general development proposals, as well as zoning changes, subdivisions, minor land divisions, 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.

2019 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 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 maintained through the Hearing Officer process. Property owners are sent a Notice of Violation summoning them to the Hearing. If the property is not abated 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 pursued in Municipal Court. In severe cases, citation directly into Municipal Court can be initiated.

In 2019:

We received **431** complaints (including from the public and noticed by enforcement officers).

We sent **265** Violation Warnings.

We sent **99** Notice of Violations.

There were **47** cases for the Hearing Officer.

There were **370** properties that abated.

There were **3** - 15 Day Notices to Abate or will be cited directly into Municipal Court.

There were **9** cases recommended to be pursued in Municipal Court.

Before:



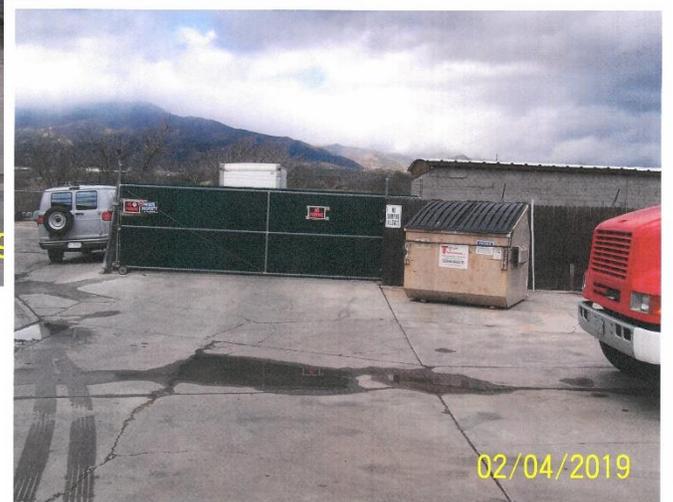
After:



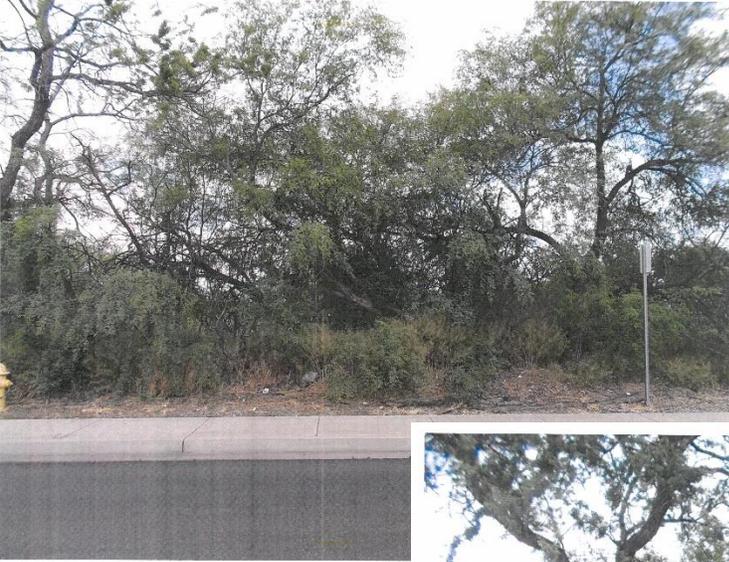
Before:



After:



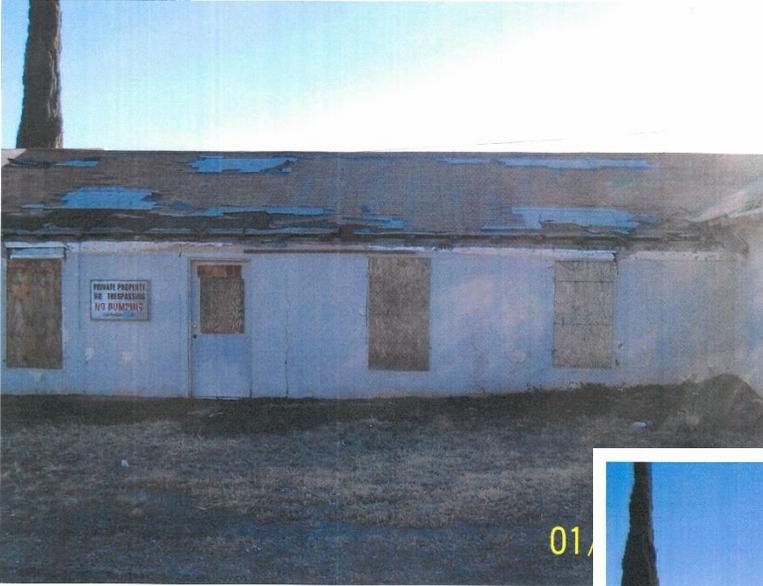
Before:



After:



Before:



During Demolition:



After:



BUILDING DIVISION

Staff:

Paul Hodges Building Official

Steve Jackson Building Inspector

2018 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 2018 International Building Code, 2018 International Residential Code, 2018 International Property Maintenance Code, 2017 National Electric Code, and the 2018 International Fire Code. This includes code review, plan review, issuing building and grading permits, field inspections, complaint investigations and related enforcement activities.

Total Construction Permits issued in 2019: 548

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-2019	\$102,548,780.87	332%
Last Year-2018	\$30,807,348.90	

Residential Permits Issued:

In some cases, permits were issued but construction has not begun. 198 units under the Multi-Unit are for the Inspiration at Cottonwood project which has not begun construction.

Single-Family Residential:	44
Multi-Unit:	200 (Apartments & Condominium units)
Mixed Use:	4 (Residential & Commercial)
Manufactured Home:	26
Net Residential Growth:	279 Dwelling Units
Residential Additions:	1688 square feet (total)
Residential Solar:	55
Residential Remodel:	19
Residential Garages:	14
Residential Carports:	4
Residential Guesthouse:	1
Fire Sprinklers:	56
Residential Fences:	35
Residential Grading:	10
Residential Miscellaneous:	117

Non-Residential Development Permits Issued:

This list includes renovated spaces, 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:	95
Commercial Grading:	3
Restaurant/Drive Thru:	4
Warehouse:	3 totaling 22,900 square feet
AV/Hangar:	2 totaling 9354 square feet
Cell Towers:	2

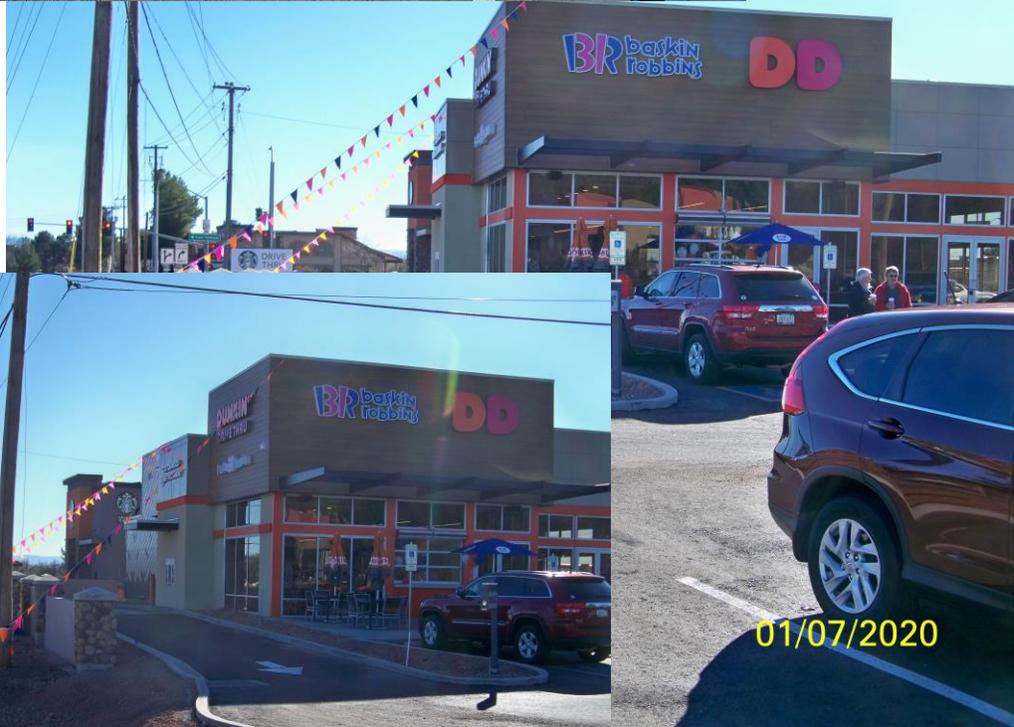
Starbucks:



Dutch Bros:



Dunkin Donuts & Baskin Robbins:



Goodwill:



Bar Strata at Bocce:



Belfry Brew Pup:



Lofts of Old Town:



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 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 one to two weeks lead time required from the time of submittal, depending on the complexity of the project.

Code Review Board Summary 2019

Meetings 2019: 45

Projects: 47

Commercial Development:	13
Change of Use/TI/Remodel:	20
Residential:	5
Special Events:	0
Miscellaneous:	9
Subdivision:	0

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, Community Development Director
(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 a 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 2019, the Planning and Zoning Commission included the following members:

<u>Members</u>	<u>Term Expires</u>
Robert Williams, Chair	02-07-2022
Judd Wasden, Vice Chair	04-05-2020 Resigned 10/2019
Jesse Dowling, Vice Chair	04-05-2020
Tom Narwid	04-05-2020
Robert Hart	01-03-2021
Christopher Dowell	02-07-2022
Terryl Sherman	02-07-2022

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 2019 had:

- Eleven regular meetings.
- One special meeting.
- One regular meeting cancelled.
- One joint session meeting, Open Meeting Law Training.

Activities:

CUPs: Three

CUP Extension of Time: Two

CUP Revocation: Two

Design Review projects: Eleven

Rezone projects: One

Rezone Extension of Time: One

General Plan Amendments: None

Zoning Ordinance Text Amendments: Six

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

- **Conditional Use Permit Summary: 2019**

- Four applications were considered by the Planning and Zoning Commission in 2019 for new Conditional Use Permits, and two request for extension of time to complete required conditions of approval. Of the new projects, all three are in the construction phase or have been completed and are operational. Two Conditional Use Permits were revoked after issuance for technicalities; one was to readdress the type of use and one was reissued for the same property, the second was due to the use being moved to a different location and the applicant seeking a new CUP at that location. All new applications and requests for time extensions were approved by the Commission.
- Approved projects:
 - CUP 19-001 Lofts of Old Town. Located at 1037 N. Main Street to construct apartment. This CUP was approved in January 2019 for the construction of apartments. It was then revoked by the P&Z Commission in June 2019 due to the applicant changing the overall concept of the project from apartments to a hotel, and some design modifications.
 - CUP 19-002 Lofts of Old Town. Located at 1037 N. Main Street to construct a hotel on the same property as an existing commercial retail building.
 - CUP 19-003 Verde Valley Homeless Coalition. Located at 327 S. 15th Street. The Planning & Zoning Commission approved the CUP in June 2019. Neighboring residents petitioned to appeal the approval to City Council. Prior to the appeal hearing taking place, a new owner of the building decided not to rent to the Homeless Coalition prompting them to withdraw their application. This led to the P&Z Commission revoking the CUP at that address in September 2019.
 - CUP 19-004 Foley Garage. Located at 2860 S. Quail Canyon Road to construct a detached garage which exceeds the sixteen-foot height limitation for an accessory structure.
 - CUP 19-005 Verde Valley Homeless Coalition. Located at 654 N. Main Street to allow a daytime drop-in center and emergency cold weather structure on commercial property.

- **Design Review Summary: 2019**

- Twelve applications were considered by the Planning and Zoning Commission in 2019 for Design Review. Two of the Design Review requests were associated with Conditional Use Permits (one of which was revoked, also revoking the Design Review approval). 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 19-010 Anytime Fitness 400 S. Main Street to construct a new 5,000 square foot fitness center.

- DR 19-013 Verizon Store 875 S. Main Street to construct a new 2,000 square foot retail store.
 - Restaurants:
 - DR 19-009 Juanita's 245 S. Main Street to construct a new 2,300 square foot restaurant.
 - DR 19-011 Merkin Pizzeria 770 N. Verde Heights Drive and 75 W. Pima Street to construct a new vineyard, winery, restaurant, pocket park, and wine tasting room. This project is part of a rezone that occurred in 2017 and an extension of time on that rezone approved in 2019.
 - Industrial:
 - DR 19-002 Crimson Road Warehouses 13 and 17 E. Crimson Road to construct two new metal warehouse buildings.
 - DR 19-005 Backus Hangars 650 and 654 S. Airpark Road to construct a single building divided into two airport hangars.
 - DR 19-006 Backus Warehouse 741 Airpark Way to construct a new 10,000 square foot warehouse building.
 - Residential:
 - DR 19-001 **See CUP 19-001.**
 - DR 19-004 Edgewater Apartments 872 and 892 N. 16th Street to construct 8 new apartment units. The applicant has withdrawn his intent/request to construct apartments and has indicated he will construct single family homes.
 - DR 19-007 **See CUP 19-002.**
 - Office:
 - DR 19-008 Habitat for Humanity 737 S. Main Street to place six (6) modular buildings on site to be used as office space.
 - Other:
 - DR 19-003 Cottonwood Christian Assembly 750 E. Mingus Avenue to construct a new 16,400 square foot church facility, outdoor amphitheater, splash pad, and recreational field.
- **Rezoning Summary: 2019**
 - One new rezoning request was considered by the Planning and Zoning Commission in 2019, plus one rezoning extension request. Both requests were recommended for approval by the Commission to City Council, with Council approving both.
 - Z 19-001 City initiated rezoning request for a 10-acre property at 718 N. Main Street. The property had four different zoning designations across it, making it difficult for development. The city has enacted a process to identify and rezone these types of properties on the owners' behalf.
 - Z 17-003 Merkin Pizzeria (formerly Galileo 33) located at 770 N. Verde Heights Drive and 75 W. Pima Street to construct a new vineyard, winery, restaurant, pocket park, and wine tasting room. The project was granted an extension to complete conditions of approval by June 21, 2022.

- **General Plan Amendments: 2019**

- NONE

- **Zoning Ordinance Amendments: 2019**

- **Ordinance 657.** Amendment to Section 418, C-1 Light Commercial, to allow for reduced setbacks within the City's Arts, Culture and Entertainment District.
- **Ordinance 658.** Amendment to Section 420, CR Commercial/Residential zone to allow for reduced setbacks within the City's Arts, Culture and Entertainment District.
- **Ordinance 659.** Amendment to Section 404, General Provisions, Section 404.G.6.A regarding swimming pool setbacks. The previous setback was ten feet from the main structure and lot lines. The amendment changes those setbacks to five (5) feet.
- **Ordinance 666.** Amendment to Section 305, Code Review, section 305.B.5, regarding the verbiage used to identify that all code review and building plans are submitted in accordance with the currently adopted building and fire codes. The previous text indicated a specific year for the codes.
- **Ordinance 668.** Amendment to Section 406, Parking and Loading, Section 406-C.2.d, regarding the options for surfacing. The previous text allowed only two (2) options for paving of parking lots and driveways; chip-seal or complete pavement. The new text allows for alternative surface options if approved by the Community Development Director and City Engineer.
- **Ordinance 672. Recommended for approval by the Planning & Zoning Commission in 2019, with Final approval by City Council in January 2020.** Amendment to Section 404, General Provisions, Section 404.C. regarding nonconforming lots of record. The previous text stated that if a building were to cross lot lines, the property would be considered as one, with no requirement to legally combine the parcel. The new text states that a parcel must be combined prior to submittal of building permits if a building would otherwise cross lot lines.

HISTORIC PRESERVATION COMMISSION:

Staff Contact: Jim Padgett, Planner, Community Development Department

(928) 634-5505, 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 2019, the Historic Preservation Commission included the following members:

<u>Members</u>	<u>Term Expires</u>
Christian Vernosky, Chair	01-03-2021
Tim Elinksi, Vice Chair	03-22-2020
Kathryn Turney	03-22-2020
Debbie Garrison	03-22-2020
Michael Mathews	03-06-2019 (Resigned)
Jacob Mickle	01-03-2021
Marie Palowoda	03-06-2019 (Resigned)
Randi Stephens	06-05-2022
Jeffrey King	03-06-2022

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 2019 had:

- Seven regular meetings.
- Four special meetings.
- Five regular meetings cancelled.
- One joint session meeting, Open Meeting Law Training.

PROJECTS:

1. Sixth Annual Cottonwood Historic Home & Building Tour

The 6th annual *Cottonwood Historic Home & Building Tour* was not held this year. The Historic Preservation Commission is taking the lead in organizing and implementing the 2020 home tour event. Both residential and non-residential properties may be included in the home tour. Planning for the 2020 tour has already begun and is planned to take place in November.

2. State Historic Preservation Office Pass-Through Grant

In 2019 the City of Cottonwood received the State Historic Preservation Office (SHPO) Pass-Through Grant, which is a matching grant between the State and the City (60/40). The grant which totaled \$20,000.00, was used for an update for Phase 2 of the Historic Property Survey. This Phase recommended an expansion of the boundaries of the Cottonwood Commercial Historic District and added additional buildings to be recognized as Contributing to the History of Cottonwood. The State Historic Preservation Office (SHPO) is reviewing the application for the boundary expansion and additional buildings. A matching grant was applied for to be used in 2020

but was not granted as the City had received the grant the previous two years but will be eligible to apply for the grant this coming year.

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 sign plans for the Riverfront Trails Master Plan. Small “Sign Toppers” placed on top of existing street signs were installed this year recognizing the Cottonwood Commercial Historic District in the Old Town area.

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 and 2 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. The plan this coming year is to update the existing Design Guidelines to accommodate unique property situations in the Old Town area.

BOARD OF ADJUSTMENT:

Staff Contact: Scott Ellis, Community Development Director

(928) 634-5505, sellis@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.

2019 Members of the Board of Adjustment:

<u>Members</u>	<u>Term Expires</u>
Diane Joens	05-05-2021
Terry Payne	05-05-2021

Thomas Disisto
Scott Anderson
Denise Renard

06-22-2021
09-18-2021
02-05-2022

Variances

There were no variances in 2019.

Appeals

There was one appeal in 2019 to a Conditional Use Permit. The applicant withdrew the application prior to the appeal hearing, therefore, no hearing took place.

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 the public. Some of the programs attended by various Community Development staff and board members in 2019 include the following:

- American Planning Association Arizona State Chapter 2019 Conference.
- Land Use Law Seminar.
- 2019 Fall Arizona Building Official Training.
- MEP for Beginners.
- International Code Council Permit Technician Training.
- International Code Council Legal Aspects of Code Administration Webinar.
- Abatement of Dangerous Buildings.