



# **CITY OF COTTONWOOD COMMUNITY DEVELOPMENT DEPARTMENT**

## **ANNUAL REPORT 2016**

### ***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**

The mission of the City of Cottonwood Community Development Department is to ensure that the present and future growth and development of the city meets the standards set forth in the Municipal Code, Zoning Ordinance, General Plan, Building Codes and other adopted plans and ordinances so as to address the public health, safety and general welfare of citizens of Cottonwood.

The Community Development Department's goal is to provide professional planning and technical services to guide the orderly development of a healthy, balanced, 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.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

Berrin Nejad	Community Development Manager
Charles Scully	Planner
Scott Ellis	Planner
Steve Jackson	Building Inspector
Jim Padgett	Assistant Planner/Code Enforcement Coordinator
Christina Anderson	Planning Technician
Marisol Burnett	Administrative Assistant

Autumn Durnez	Ordinance Enforcement
Al Ponce	Ordinance Enforcement

### *Office Location*

111 North Main Street

### *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**

Website: A number of departmental applications and forms, including Code Review applications and Minor Land Division applications, Sign Permit Applications, and all Building Applications are available for downloading from the City web site home page under the Forms/Jobs/Links drop down menu.

Application Forms: To obtain application forms for development processes including design review, conditional use, variance and zone changes, please contact Berrin Nejad, Community Development Manager to schedule a pre-application appointment. In most cases, Code Review Board is required prior to scheduling of development applications.

## **PLANNING DIVISION**

Berrin Nejad	Community Development Manager
Charles Scully	Planner
Scott Ellis	Planner
Jim Padgett	Assistant Planner/Code Enforcement Coordinator
Christina Anderson	Planning Technician

The Planning Division manages 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.

### **2016 Current planning projects include the following:**

Annexation of 13 (possible 14) properties in Verde Village Unit 8 fix a boundary issue. Develop a sidewalk encroachment ordinance/policy and application process. Develop a one-stop shop for all permitting required for various projects. Complete various informational maps (streets, subdivisions, projects, etc.).

Update sections of the Zoning Ordinance including permitted uses, signs, special events, tiny homes, and street vendors.

### **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. 2016 long-range planning projects include the following.

### **"In progress" Projects worked on include the following:**

Develop a sidewalk encroachment ordinance/policy and application process.  
Develop a one-stop shop for all permitting required for various projects.  
Complete various informational maps (streets, subdivisions, projects, etc.).

## **CDBG (Community Development Block Grant)**

Cottonwood is part of the Small Cities CDBG program that provides grant funding on a 4-year cycle to be applied to a community project that benefits people in need, including low-income persons, persons with disabilities, senior citizens or similar populations; or that helps alleviate conditions of deterioration in the community. The process for this grant cycle began with public meetings in the summer of 2014. In December 2015, Planning Staff submitted the final requirements for the 2015 CDBG grant application, through NACOG. The grant award and contracts were completed in early 2016, with approximately \$309,153.00 provided for the process, which includes technical assistance, environmental review, design and construction costs.

### **CDBG Project**

Cottonwood applied for CDBG funding as part of the FY 2015 Regional Account (4-year cycle) for improvements to the Cottonwood Civic Center, originally constructed in 1939 as the Cottonwood Community Clubhouse. All CDBG projects must qualify under one of the three "National Objectives." The Civic Center qualified under the "Low-Moderate Income Area-Wide Benefit" since 2014 HUD Income data indicated 54.95% of Cottonwood households were at or below the low income threshold. Therefore the Community Facility project was eligible as it serves the entire community.

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.

**Fir Street Boundary Correction** - When Verde Village Unit 8 subdivision was recorded in 1970, 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 raises 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. The City Council approved filing of the "blank petition" at their meeting of October 2016, allowing one year for a majority of property owners to endorse. If a majority of the affected 13 property owners do not agree to annexation, the County will split all the parcels along the boundary and issue two tax bills to each property. That situation would result in significantly more complicated legal questions.

## **Verde Front Program**

City of Cottonwood Planning staff has been involved with the Verde Front program since it was formed in 2009, providing support to the City Manager on the Verde Front Leadership Council and Coordinating Team. Meetings are generally held quarterly. In addition, staff continues to monitor progress with the West Mingus Avenue Recreation Area proposal (area immediately west of the City of Cottonwood) submitted to the Prescott National Forest in 2012. Site testing completed in 2015 related to NEPA (National Environmental Review Act) requirements led to information regarding hazardous conditions at the old town dump site and informal target shooting area. The Forest Service plans to begin the required remediation in that area in early 2017, thereby causing the general area to be closed to the public for a period of time while extensive work is underway to remove hazardous conditions. Staff will continue to monitor the project through 2017, with anticipation that mitigation measures will be completed. The details for any future design and management plans for the area would be expected to include additional public input opportunities.

## **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

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 3<sup>rd</sup> Hearing, the case can be recommended by the Hearing Officer to be perused in Municipal Court.

### **In 2016:**

We received **202 complaints** (including from the public and noticed by enforcement officers).  
We sent **134 Notice of Violation's**.  
There were **87 cases** for the Hearing Officer.  
There were **98 properties that abated**.  
There were **4 cases** recommended to be pursued in **Municipal Court**.

**Before:**



**After:**



## BUILDING DIVISION

Steve Jackson Building Inspector

Cottonwood Building Code: 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 2016:** 363

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-2016	16,303,408.50	-51%
Last Year-2015	33,346,286.91	

The negative percentage is due to the Riverfront Reclamation Facility in 2015.

### **Residential Permits Issued:**

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

Single-Family Residential:	37
Multi-Unit:	2 (Apartments & Condominium units)
Mixed Use:	0 (Residential & Commercial)
Manufactured Home:	15
Net Residential Growth:	56 Dwelling Units
Residential Additions:	1104 square feet (total)
Residential Solar:	60
Residential Remodel:	14
Residential Garages:	3
Residential Carports:	2
Residential Sewer:	3
Fire Sprinklers:	48
Residential Fences:	29
Residential Grading:	7

### **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:	28
Commercial Grading:	5
Auto Dealership:	1 totaling 7977 square feet
Retail:	1 totaling 1755 square feet
Service Station:	1 totaling 5073 square feet
Warehouse:	1 totaling 7686 square feet
Public Restrooms:	2 totaling 1082.6 square feet

**Cottonwood Extended Stay**



## Cottonwood Village





**Galpin Ford & RV**



**Highland Square**





## **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](mailto: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 2016**

**Meetings 2016: 32**

**Projects: 30\***

Commercial Development:	4
Change of Use/TI/Remodel:	18
Public Works:	0
Residential:	4
Special Events:	30
Miscellaneous:	2
Subdivision:	1
Annexation:	0
Rezoning**:	3

\*Some projects went to code review more than once.

\*\*Some projects are counted as residential and rezoning.

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 2015, the Planning and Zoning Commission included the following members:

<u>Members</u>	<u>Term Expires</u>
Edmund Kiyler, Chair	01-08-2017
Robert Williams, Vice Chair	01-20-2019
Tom Narwid	01-08-2017
Raymond Cox	(Resigned)
Judd Wasden	01-08-2017
Phillip Rosen	(Resigned)
Suzanne Poslaiko	01-20-2019
Jean Wilder	01-20-2019
Robert Hart	01-31-2017

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 2016: Eleven (11) regular meetings, one (1) special meeting, and one joint meeting with City Council.

Activities:

New CUP: Eight (8)

Design Review projects: Twenty-one (21)

Rezone projects: Three (3)

- Conditional Use Permit Summary: 2016
  - 8 applications were considered by the Planning and Zoning Commission in 2016 for Conditional Use Permits. Four of the projects are still in development with active building permits or plan review, and the other four have been completed with the uses operating as presented to the Commission.

- PCU-16-001 TC Excavating. Located at 232 S. 6<sup>th</sup> Street to allow a construction storage yard in C-1 (Light Commercial) zoned property. APPROVED
  - PCU-16-002 Treasure Junkies. Located at 612 N. Main Street to allow rental of U-Haul trucks and trailers on C-1 (Light Commercial) zoned property. APPROVED
  - PCU-16-003 Wesies Customs. Located at 1491 E. Cherry Street to allow screened outdoor storage as an accessory use on C-2 (Heavy Commercial) zoned property. WITHDRAWN
  - PCU-16-004 Terra Beni. Located on S. Willard Street, north of E. Tierra Verde Drive to allow agricultural land use on I-2 (Heavy Industrial) zoned property. APPROVED
  - PCU-16-005 Vetraplex. Located at 125 S. 6<sup>th</sup> Street to allow a residential use on C-1 (Light Commercial) zoned property. APPROVED
  - PCU-16-006 Maverik. Located at 690 W. State Route 89A to allow expansion of an existing gas station and convenience store on C-1 (Light Commercial) zoned property. APPROVED
  - PCU-16-007 Tavern Hotel. Located at 904 N. Main Street to allow expansion of an existing hotel on C-1 (Light Commercial) zoned property. APPROVED
  - 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. APPROVED
- Design Review Summary: 2016
    - 23 applications were considered by the Planning and Zoning Commission in 2016 for Design Review. Some of these projects are in the process of development; some have already been completed.
      - Retail/Service:
        - DR-16-001 Kidzaam Pole Sign. 2180 State Route 89A. APPROVED.
        - DR-16-002 Verde Valley Extended Stay. 925 Cove Parkway. APPROVED.
        - DR-16-003 Maverik. 690 W. State Route 89A. APPROVED.

- DR-16-004 Awning. 1035 N. Main Street. WITHDRAWN
- DR-16-005 Main Street Plaza. 802 N. Main Street. APPROVED.
- DR-16-009 Hippie Emporium. 1123 N. Main Street. APPROVED.
- DR-16-010 Galpin RV Sign. 925 E. State Route 89A. APPROVED.
- DR-16-011 Flip City. 614 S. Airpark Road. APPROVED.
- DR-16-012 Rendezvous Square. 773 N. Main Street. TABLED.
- DR-16-013 Tavern Hotel. 904 N. Main Street. APPROVED.
- DR-16-015 Fandango Fence. 1037 N. Main Street. APPROVED.
- DR-16-017 Teen Center. 345 E. Mingus Avenue. WITHDRAWN.
- DR-16-020 Blazin M Ranch. On Hold.
- DR-16-022 Verde Valley Humane Society. 1502 W. Mingus Avenue. APPROVED.
- Restaurants:
  - DR-16-007 Merkin Winery. 1001 N. Main Street. APPROVED.
  - DR-16-016 3 Kings Kasbar. 102 E. Pima. APPROVED.
  - DR-16-018 Black Bear Diner. 1041 S. State Route 260. APPROVED.
  - DR-16-019 McDonald's Renovation. 1129 S. State Route 260. APPROVED.
  - DR-16-021 3 Kings Sign. 102 E. Pima. APPROVED.
- Industrial:
  - None.
- Residential:
  - DR-16-006 Cottonwood Village. 201 E. Mingus Avenue. APPROVED.
  - DR-16-008 89 & Vine. Northeast quadrant of State Route 89A and Cornville Road. WITHDRAWN
  - DR-16-014 LeMain 919. 920 N. Main Street and 925 N. Cactus Street. APPROVED
  - DR-16-023 Vineyards at Cottonwood Phase 1. 9.37 acres east of State Route 89A and north of Groseta Ranch Road. APPROVED.
- Office:

- None.
  - Other:
    - None
- Rezone Summary: 2016
  - 3 applications for rezoning were considered by the Planning and Zoning Commission in 2016. All three of the applications were recommended for approval by the Commission to City Council, with Council approving two of the projects. The third project has not yet been scheduled for a Council hearing.
    - Z-16-001 AAA Cool Storage. 950 S. Camino Real. APPROVED BY PLANNING & ZONING AND CITY COUNCIL.
    - Z-16-002 The Vineyards at Cottonwood. East of State Route 89A, north of Verde Heights Drive and Groseta Ranch Road. APPROVED BY THE PLANNING & ZONING COMMISSION AND CITY COUNCIL.
    - Z-16-003 LaMain 919. 920 N. Main Street and 925 N. Cactus Street. APPROVED BY PLANNING & ZONING COMMISSION, NOT PRESENTED TO CITY COUNCIL YET.
- 2015- Zoning Ordinance Amendments: (Continued into 2016)
  - **Ordinance 616.** (November 3, 2015) Amendments to Section 308.C.3. Medical Marijuana Cultivation Facilities and Medical Marijuana Infusion Facilities. Deleting size limits and spacing requirements.
  - **Ordinance 617.** (December 1, 2015) Amendments to Section 302. Conditional Use Permits pertaining to review requirements, criteria for approval, and revocation procedures.
  - **Ordinance 618.** (December 1, 2015) Adding new Section 311. Certificate of Zoning Compliance, providing a method to track and document zoning conditions in a timely manner.
  - **Ordinance 619.** (2<sup>nd</sup> Reading: January 5, 2016) Amendments to Section 422. “I-2” Zone (Heavy Industrial) by deleting Residential uses as per R-3 Zone and MH Park standards as Conditional Uses, and adding “accessory residential use” as a Conditional Use.

## **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 2015, the Historic Preservation Commission included the following members:

<u>Members</u>	<u>Term Expires</u>
Tim Elinksj, Chair	01-08-2017
Christian Vernosky, Vice Chair	11-03-2017
Annabel Sclipa	03-06-2019
Glenda Farley	01-08-2017
Ryan Bigelow	11-03-2017
Karen Leff	01-08-2017
Marie Palowoda	03-06-2019

Meetings: Second 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 2016: Eleven (11) meetings.

## **PROJECTS:**

### **1. Second Annual Cottonwood Historic Home & Building Tour.**

The 3rd annual *Cottonwood Historic Home & Building Tour* was held November 12, 2016, 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 2016: 99

Change from previous year: -9%

## **Tour Survey Incentive**

Returned Surveys: 41/99 (41%)

As an incentive to return surveys, drink tickets, redeemable at a number of downtown establishments, was offered. (Included: wine, beer, spirits, or coffee/tea.)

## **2. Cottonwood Historic Landmark Program**

Cottonwood Zoning Ordinance, Section 310 Historic Preservation Ordinance establishes the process for designation of local landmarks and creates the local landmark register.

In 2016, one (1) property was added to the *Cottonwood Historic Property Register*:

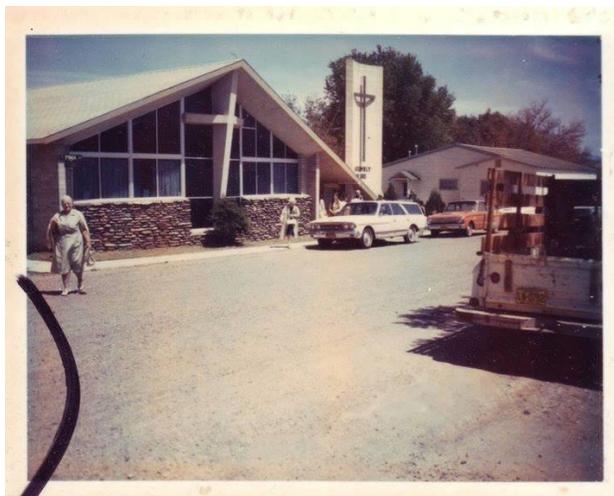
**FIRST ASSEMBLY OF GOD CHURCH.** (1951) 102 E. Pima Street

Theme: Mid-Century Modern.

Historic Use: Church and Verde Valley Senior Citizens Center.

Current Use: "Three Kings" cocktail bar, food and art venue>

Building Owner: Denise Kelly



Circa. 1964

### **3. Historic Preservation Small Grant Program**

As of 2016, the Matching Grant program has not been implemented. The main source of funds comes from the Historic Home Tour participants and generous donations by local businesses and individuals. The HP Matching Grant Program will provide an opportunity for locally Landmarked Historic properties to receive small grants for exterior improvements according to Historic Preservation guidelines. The program is structured as a 50/50 matching grant to be administered by Community Development staff according to standard construction review procedures with Grant review and associated work approved by the Historic Preservation Commission. The program guidelines includes: Program Eligibility Requirements, Eligible Activities, Application Process, Review Criteria, Award Process, and general program requirements. Program implementation is anticipated for 2017.

### **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.

2016 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 2016

#### Appeals

There was 0 Appeals in 2016

### **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 2016 include the following:

- American Planning Association 2016 Conference.
- Edu Code International 2016.
- An Interlude in Flagstaff, Dark Sky-Arizona Planning Association.
- Arizona Building Official Spring 2016 Training.
- Historic Preservation 2016 Conference.