



"Inspiring a Vibrant Community"

PLANNING & ZONING COMMISSION

1083 E. RIVER FRONT
ROAD
COTTONWOOD, AZ 86326

Monday, May 20, 2024

6:00 PM

cottonwoodaz.gov

Regular Meeting of the Planning and Zoning Commission

I. CALL TO ORDER

1. ROLL CALL:
2. APPROVAL OF THE MINUTES:

II. INFORMATIONAL REPORTS AND UPDATES:

A brief summary of current events by Chairperson, Commission members, and/or Community Development Director. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action).

III. OLD BUSINESS:

IV. NEW BUSINESS:

1. DR-24-003 - Cottonwood Springs RV Storage & Solar Canopy
2. DR-24-005 - Apartments on Mingus
3. BUNGALOWS ON MAIN DESIGN REVIEW MODIFICATION.

V. CALL TO THE PUBLIC

This is the time for the public to comment on any matter that does not appear on the agenda. Commission members may not discuss items not identified on the agenda. Pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for consideration at a later date. Comments are limited to three minutes for each person.

VI. DISCUSSION ITEMS:

1. ZONING ORDINANCE AMENDMENT ON HOUSING
2. General Plan Update

VII. ADJOURNMENT:

Notice is hereby given that pursuant to A.R.S. subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may

either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. have been waived.

Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.

A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.

Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.

The Riverfront Council Chambers are accessible to the handicapped in accordance with Federal “504” and “ADA” laws. Those with needs for special typeface print or hearing devices may request these from the Community Development Admin at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

Members of the Planning Commission will attend either in person or remotely.

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: May 20, 2024
Subject: Approval of the Minutes
Department: Community Development
From: Kristina Hayden

ATTACHMENTS

[2024-03-18_DRAFT_Reg Minutes.pdf](#)

**FIRST PAGE DRAFT**

**CITY OF COTTONWOOD
PLANNING & ZONING COMMISSION
RIVERFRONT COUNCIL CHAMBERS**
1086 Riverfront Dr.
Cottonwood, Arizona 86326

REGULAR MINUTES
Wednesday, March 18, 2024
6:00 p.m.

I. CALL TO ORDER

Chairwoman Masten called the meeting to order 6:00 p.m.

A. Roll Call**Commission Members Present**

Commissioner DuVernay
Commissioner Glascott
Commissioner Rothrock
Commissioner Gehlert
Chairwoman Masten
Vice Chair Garrison

Commission Members Absent**Staff Members Present**

Scott Ellis, Community Development Director
Gary Davis, Community Development, Senior Planner
Tina Hayden, Community Development, Planner
Charlotte Page, Recorder
Michael Goodman, Legal Counsel

B. Approval of Minutes: February 26, 2024 Regular Meeting.

Motion: I make a motion to approve.

Made by: Commissioner Glascott

Second: Commissioner DuVernay

Unanimously carried.

II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis introduced Commissioner Rothrock.

III. CALL TO THE PUBLI: NONE

IV. OLD BUSINESS: NONE

V. NEW BUSINESS:

1. **Z-24-001 - ZONE CHANGE FROM C-1 TO R-2** - Consideration of an application for zone change from C-1 (Light Commercial) zone to R-2 Single Family/Multifamily Residential) zone for a 0.04-acre portion of a parcel approximately 0.08 acres in size, located on the west side of N. 2nd Street, at 906 N. 2nd Street. APN:406-34-060. Applicant: Doug Bartosh.

Senior Planner Davis presented the request to rezone a portion of a small lot proposed to be split between the two adjacent lots. The rezoning is proposed to result in two adjacent lots with cohesive zoning and avoid creating a split-zoned lot.

Proposed stipulations for the proposal were read into the record.

- 1) The project shall conform to the Code Review Board comment letter dated November 2, 2023.
- 2) The project shall comply with all applicable sections of the Zoning Ordinance, including, but not limited to, General Provisions, R-2 Property Development Standards, and Outdoor Lighting Code.
- 3) The applicant shall have 90 days, from Council Approval of the Ordinance for zone change, to provide proof of recordation to staff for the proposed Minor Land Division and Lot Combination.

Motion: I move to recommend approval to the City Council for Z-24-001 to change the zoning from C-1 (Light Commercial) to R-2 (Single Family/Multi Family Residential) for an approximate 0.04-acre portion of parcel 406-34-060, subject to the stipulations that staff has read into the record.

*Made by: Vice Chair Garrison
Second: Commissioner Glasco*

Roll Call Vote:

*Commissioner Glasco - Aye
Commissioner DuVernay - Aye
Commissioner Rothrock - Aye
Commissioner Gehlert - Aye
Vice Chairman Garrison -Aye
Chairwoman Masten – Aye*

Unanimously carried.

2. DR-23-010 – HAM RADIO TOWER and RECOMMENDATION TO COUNCIL IN REGARD TO TOWER HEIGHT - Consideration of an application for Design Review to allow a ham radio tower in the AR-20 (Agricultural Residential) zone, and a Public Hearing on recommendation to Council a request to exceed the allowed 60 foot height requirement, located at 1738 Sawmill Road. APN: 406-04-082. Applicant: Ronald Rosson.

Planner Hayden presented the proposal, a tower for use with amateur radio communications. Planner Hayden said the radio transmission is for recreational use and could also supplement emergency communications. The site, the location of the proposed tower, and adjacent properties were described with maps and photographs provided. Planner Hayden said the Commission would be reviewing the design and considering a recommendation to the Council for allowing excess height.

Planner Hayden reviewed the ordinance verbiage describing tower height and noted it is written for wireless communications but would apply for amateur radio.

Vice Chair Garrison said the slope of the lot would screen some of this tower, and asked if further information is available about the exact elevations comparing the base of the proposed tower to the elevation of the house on the property. Commissioner Glascott asked if there is a need to consider revising the allowed height in the Zoning Ordinance. Commissioner Rothrock asked how the design of the tower, being ‘crank up’, is considered; will the tower be extended at all times or retracted unless in use? Commissioner Rothrock asked if the purpose is recreation or business related.

The applicant, Ronald Rosson said the transmission may reach international operators in favorable conditions, the retraction of the tower would only be done when there is possibility of high winds, and no screening is proposed. He expects the tower to be at the maximum height he is requesting if approved.

Commissioner Gehlert asked if there was notification of neighbors and if there is room for the reclining length of the collapsed structure on the property. Planner Hayden had noted there is a small area of possible overlap on adjacent properties, in the event of the tower collapsing. Engineering of the project will determine the fall zone in a possible collapse situation. Commissioner DuVernay asked if this is an engineered product. Chairwoman Masten asked about other amateur radio operators in the area.

Director Ellis said there is approximately a 20-25' drop off on the applicant's property between the existing house and the proposed site. There is no requirement for neighbor notification and no HOA is associated with the property.

Ronald Rosson, the applicant said it is an engineered product, and he described other active radio towers for private use around the area.

Planner Hayden read the following stipulations into the record:

- 1) The project shall be developed in conformance with the development plans as reviewed by the Planning and Zoning Commission at the March 18, 2024 meeting.
- 2) The project shall conform to the Code Review Board comment letter dated May 26, 2023, and any additional Code Review Board comments.
- 3) The project shall comply with all applicable sections of the Zoning Ordinance, including, but not limited to, AR-20 Property Development Standards and General Provisions.
- 4) The applicant shall submit structural engineering plans, as part of the building permit submittal, to ensure that the tower shall not fall on any occupied buildings or within the buildable area of adjacent properties.
- 5) Design Review approval does not grant approval for the tower to extend past 60 feet unless the City Council approves the excess tower height.
- 6) A building permit application must be submitted within 24 months of Design Review approval. If this requirement is not met, the Design Review approval shall be revoked and new Code Review and Design Review submittals will be required.

Motion: I move to approve DR-23-010 to allow a ham radio tower on parcel 406-04-082, subject to the stipulations that staff has read into the record.

*Made by: Vice Chair Garrison
Second: Commissioner DuVernay*

Roll Call Vote:

*Commissioner Glascott - Aye
Commissioner DuVernay - Aye
Commissioner Rothrock - Aye
Commissioner Gehlert - Aye
Vice Chairman Garrison -Aye
Chairwoman Masten – Aye*

Unanimously carried.

Motion: I move to recommend approval to the City Council to allow an 89-foot tall tower in excess of the allowed 60 feet for parcel 406-04-082.

*Made by: Vice Chair Garrison
Second: Commissioner Glascott*

Roll Call Vote:

*Commissioner Glascock - Aye
Commissioner DuVernay - Aye
Commissioner Rothrock - Aye
Commissioner Gehlert - Aye
Vice Chairman Garrison -Aye
Chairwoman Masten – Aye*

Unanimously carried.

3. **DR-24-001 – BURGER KING DESIGN REVIEW** - Consideration of a Design Review application to allow a restaurant in the C-1 (Light Commercial) zone on a 0.9-acre parcel at 888 S. Main Street. APN: 406-04-045R. Applicant: Mark Abel.
4. **CUP-24-001 – CONDITIONAL USE PERMIT TO ALLOW A DRIVE-THROUGH ELEMENT OF A RESTAURANT IN THE C-1 ZONE –**
Consideration of an application for Conditional Use Permit to allow a drive-through element for a restaurant in the C-1 (Light Commercial) zone, on a 0.9-acre parcel located on the west side of S. Main Street, at 888 S. Main Street. APN:406-04-045R. Applicant: Mark Abel.

Planner Hayden combined presentations for items DR-24-001 and CUP-24-001, presenting the information on the proposed site, adjacent properties, landscaping and on-site traffic flow. Staff findings on possible noise generation, headlight glare, and compatibility with surrounding use were reviewed.

Proposed stipulations for the proposed CUP were read into the record:

- 1) The project shall be developed in conformance with the development plans as reviewed by the Planning and Zoning Commission at the March 18, 2024 meeting.
- 2) The project shall conform to the Code Review Board comment letter dated March 16, 2023, and any additional Code Review Board comments.
- 3) The project shall The project shall comply with all applicable sections of the Zoning Ordinance including, but not limited to, C-1 Property Development Standards, General Provisions, Signs, Parking and Loading Requirements, Landscaping Requirements, and Outdoor Lighting Code.
- 4) ADOT permit approval is required prior to the issuance of building permits.
- 5) If ADOT requires significant major changes to the circulation of the site plan, then the applicant will be required to submit for Design Review modification prior to the issuance of building permits.
- 6) Design Review approval does not grant approval for the use of the drive-through element or the signage that is proposed on the site plan.

- 7) A building permit application must be submitted within 24 months of Design Review approval. If this requirement is not met, then Design Review approval shall be revoked and new Code Review and Design Review submittals will be required.

Commissioner Rothrock asked about preserving existing mature trees on the site, and how the order lane speakers might impact neighbor properties to the west. Discussion about the applicant's intent to preserve some mature trees and required landscaping ensued. Michael Goodman, legal counsel, said requiring preservation of existing mature trees may be beyond the scope of the Commission's authority.

Planner Hayden said the noise will be required to not exceed a specific decibel measurement at the property line. She described the distance from the proposed drive-through lane's speaker to the nearest possibly impacted resident as more than 100', considering the size of the lane, an existing access easement on the property, and adjacent property set-back requirements.

Commissioner Gehlert asked about perimeter screening, if the existing retaining wall at the road would be replaced, and the size of the proposed canopy on the drive up.

Commissioner DuVernay said the intersection is busy and asked how this development will impact an already complicated intersection at 89A and Camino Real. Chairwoman Masten asked if a pork chop, eliminating left turn exit from the site was considered.

Director Ellis said the access to the site from 89A is an ADOT right of way.

The applicant, Mark Abel, said significant traffic studies have been conducted at the request of ADOT. The proposal shows traffic flow to and from 89A that has been approved by ADOT. He said ADOT approved the proposed use of the site's existing curb cuts, they did not require additional turn lane to enter the property or obstacles to prevent left turn traffic onto 89A. The existing curb cuts will be improved. The landscaping at the street will include replacing the existing retaining structures with a masonry wall to match the building design, and the drive-through speaker volume can be controlled.

Planner Hayden said noise can be measured. The landscaping proposed is intended to screen and minimize light glare from on-site traffic to streets and adjacent properties.

Chairwoman Masten said while she is concerned about traffic in the area, this is a good infill project.

Motion: I move to approve DR-24-001 to allow a restaurant in the C-1 (Light Commercial) zone located on APN 406-04-045R, subject to the stipulations that staff has read into the record.

*Made by: Vice Chair Garrison
Second: Commissioner Glascott*

Roll Call Vote:

*Commissioner Glascott - Aye
Commissioner DuVernay - Aye
Commissioner Rothrock - Aye
Commissioner Gehlert - Aye
Vice Chairman Garrison -Aye
Chairwoman Masten – Aye*

Unanimously carried.

Motion: I move to approve CUP-24-001 to allow use of a drive-through element for a restaurant in the C-1 zone located on parcel 406-04-045R.

*Made by: Vice Chair Garrison
Second: Commissioner Gehlert*

Roll Call Vote:

*Commissioner Glascott - Aye
Commissioner DuVernay - Aye
Commissioner Rothrock - Aye
Commissioner Gehlert - Aye
Vice Chairman Garrison -Aye
Chairwoman Masten – Aye*

Unanimously carried.

5. **CUP-24-002 – CONDITIONAL USE PERMIT TO ALLOW A 12-FOOT TALL SCREENING ENCLOSURE IN THE C-1 ZONE** – Consideration of an application for Conditional Use Permit to allow a 12-foot tall CMU screening enclosure in the C-1 (Light Commercial) zone, located on a 33.4-acre parcel, at 269 S. Candy Lane. APN: 406-33-020E & 406-33-020D. Applicant: Caidyn Spickler.

Vice Chair Garrison recused himself for CUP-24-002.

Senior Planner Davis presented on the 12' screening wall proposed as part of the relocation of the hospital's emergency generator.

Proposed stipulations for the application were read into the record:

- 1) The project shall be developed in conformance with the development plans as reviewed by the Planning and Zoning Commission at the March 18, 2024 meeting.

- 2) The project shall conform to staff comments related to permit # 2023-0197.
- 3) The project shall comply with all applicable Sections of the Zoning Ordinance including, but not limited to, C-1 Property Development Standards, General Provisions, and Outdoor Lighting Code.

Commissioners had no comments or questions for Staff or the applicant.

Chairwoman Masten said Vice Chair Garrison is recused from the vote.

Motion: I move to approve CUP-24-002 to allow a 12-foot tall screening enclosure in the C-1 zone for parcels 406-33-020E and 406-33-020D.

*Made by: Commissioner Glascott
Second: Commissioner Rothrock*

Roll Call Vote:

*Commissioner Glascott - Aye
Commissioner DuVernay - Aye
Commissioner Rothrock - Aye
Commissioner Gehlert - Aye
Vice Chairman Garrison -recused
Chairwoman Masten – Aye*

Unanimously carried.

6. ZONING ORDINANCE AMENDMENT – SECTION 405

Senior Planner Davis presented proposed changes in Section 405 of the Zoning Ordinance intended to bring the section into compliance with current case law, and to clarify regulations. Staff has reviewed and reworked the section to ensure that approval criteria are based on a sign's physical characteristics and not on sign content.

Director Ellis said the proposed changes have been posted to the website and input of local sign companies was considered as part of the process.

Motion: I move to recommend to the City Council approval of the proposed amendments to Zoning Ordinance Section 405 Signs.

*Made by: Vice Chair Garrison
Second: Commissioner Glascott*

Roll Call Vote:

*Commissioner Glascott - Aye
Commissioner DuVernay – Aye*

*Commissioner Rothrock - Aye
Commissioner Gehlert - Aye
Vice Chairman Garrison -Aye
Chairwoman Masten – Aye*

Unanimously carried.

VI. DISCUSSION ITEMS: NONE

VII. CALL TO THE PUBLIC: NONE

VIII. ADJOURNMENT: 7:40 p.m.

DRAFT

Notice is hereby given that pursuant to A.R.S. subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Planning and Zoning Commission are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. have been waived.

Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.

A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.

Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.

The Cottonwood Council Chambers and Cottonwood Recreation Center are accessible to the handicapped in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the Planning Technician at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

Members of the Historic Preservation Commission will attend either in person or by telephone conference call.



Meeting Date: May 20, 2024
Subject: Consideration of an application for Design Review for an RV storage lot with solar canopies, and for a 6-foot tall screening fence within the front yard setback, located on the east side of Happy Jack Way approximately 1,500 feet from W. Mingus Avenue.
Department: Community Development
From: Kristina Hayden

REQUESTED ACTION

Consideration of an application for Design Review for an RV storage lot with solar canopies, and approval of a 6-foot tall screening fence within the front yard setback.

SUGGESTED MOTION

If the Commission desires to approve this item, the suggested motion is as follows:

"I move to approve DR-24-003 for a RV Storage lot with solar canopies, and a 6-foot tall screening fence, subject to the stipulations that staff has read into the record."

BACKGROUND

Property Owner	City of Cottonwood
Applicant/Representative	Marco Pasian on behalf of Cottonwood Springs RV, LLC
Location of Property	A 3.5-acre portion of parcel 406-08-002R, approximately 1,800 feet southeast of W. Mingus Avenue on the east side of Happy Jack way.
Present Zoning and Land Use	I-2 (Heavy Industrial) - Municipal Airport and RV Park & Storage - 3.5-acre portion is vacant
Description of Request	Design Review approval for a RV storage lot with solar canopies, and a 6-foot tall screening fence located in the front yard setback.

The applicant requests Design Review approval for an RV storage lot with solar canopies and a 6-foot tall perimeter fence, a portion of which will be located within the front yard setback. The proposed project site is a 3.5-acre portion of a 149-acre flag-shaped parcel zoned I-2 (Heavy Industrial) bisected by Happy Jack Way, a north-south road. The parcel is owned by the City of Cottonwood, and the Cottonwood Municipal Airport is on the eastern portion of the parcel. The Cottonwood Springs RV Park is located west of Happy Jack Way and the

developer is leasing the land from the City of Cottonwood.

The proposed RV storage lot is a permitted use in the I-2 zone, and the solar canopy and related equipment are considered accessory to the primary RV storage use and will provide power to the Cottonwood Springs RV park. The applicant proposes a 6-foot tall screening perimeter fence, and a portion of this fence is proposed to be located within the front yard setback. Per Section 404.J of the Zoning Ordinance the maximum permitted fence height within the front yard setback is 4 feet. However, Section 404.J.4.a states the following:

"...Fences exceeding the above heights [4 feet] may be built...within Industrial areas with Design Review approval by the Planning and Zoning Commission."

Design Review approval of the project's site plan and building design is required prior to the issuance of Building Permits. Zoning Ordinance Section 304.B.1.a states, "The provisions of this Section [Design Review] shall apply to the exterior portion of all sites, buildings, structures and signs...which are to be hereafter erected, constructed, or established within the City of Cottonwood."

Site Plan: The applicant's site plan shows 99 RV storage spaces that vary from 35 to 75 feet long. Seven shade canopies are proposed which will have solar panels installed on top and the accompanying ground level solar equipment will be located behind the fence at the southwest corner. The entire site will be enclosed within a 6-foot tall perimeter fence, and the applicant proposes alternative permeable surfacing throughout.

The site plan indicates a 'Future Electric Gate' to be located across Happy Jack Way which is public right-of-way. The applicant has been informed that they cannot construct a gate across public right-of-way without additional legal processes that would be required. While the gate is notated as future development on the site plan, staff has determined that it cannot be approved as part of this Design Review and is subject to additional review and approval by the City.

Access: The site will be enclosed within a 6-foot tall perimeter screening fence with an electric gate. A 30-foot-wide two-way access point with a keypad entry electric gate is proposed for connection onto Happy Jack Way, which connects to W. Mingus Avenue and further connects to W. State Route 89-A. The applicant proposes two-way circulation throughout the site to access assigned storage spaces.

Architectural: The applicant proposes the installation of 7 steel canopies to cover a majority of the storage spaces. Two of the canopies will measure 48.7ft. x 74.7ft. and five of the canopies will measure 48.7ft. x 145.7ft. The two smaller canopies will have 3 central support posts located at 27.16ft. intervals and the five larger canopies will have 6 central support posts located at 27.16ft. intervals. The estimated maximum height of all of the canopies, with the solar modules and connections, would be 19.75ft, and the estimated minimum clearance height would be 14ft.

Open Space: There is no open space requirement for this proposal. The applicant does propose landscaping along the property frontage.

Parking: The administration office for the RV storage site is the same office for the RV park, located on the opposite side of Happy Jack Way. The developer states that on-street parking

would be utilized by patrons waiting to get access codes and storage space assignments from the office manager. Happy Jack Way terminates approximately 400 feet south of the entrance to the RV park and storage lot and there is only one parcel to the south that uses it for access, which is owned by the developer of this site.

Lighting: The applicant states in the letter of intent that the lighting will be installed under the canopies and will comply with Section 408 of the Zoning Ordinance. The applicant would be required to submit a lumen calculation sheet and lighting cut sheets for staff review and approval.

Landscape Plan: Per Section 407 of the Zoning Ordinance, a 10-foot landscape yard is required along the property frontage of the project site and a total of 16 trees and 48 shrubs are required to be planted within. The applicant's landscape plan shows the required quantities of trees and shrubs.

Signage: A separate sign permit submittal is required for staff review and approval.

Utilities: Water and sewer connections are available within the Happy Jack Way right-of-way.

Screening: Screening for outdoor storage is required per Section 404.L of the Zoning Ordinance. The applicant proposes a 6-foot tall chain-link perimeter fence and staff has informed them that privacy slats are required for storage screening. A portion of the perimeter fence is proposed to project 10 feet into the 20-foot front yard setback which only permits a maximum fence height of 4 feet. Per Section 404.L of the Zoning Ordinance, fencing may exceed the maximum allowed height in the front yard setback of Industrial zones with Design Review approval by the Planning and Zoning Commission. Article V (Section 501) of the Zoning Ordinance allows the Community Development Director to make recommendations for screening that exceeds height restrictions, with the inclusion of findings of fact based on consideration of compatibility of land uses, environmental effects of commercial or industrial use, and potential nuisance created by commercial or industrial use.

Per Article V, staff recommends approval of the 6-foot tall screening located within the front yard setback, with consideration of the following Findings of Fact:

Compatibility of land uses - The RV storage lot is proposed as a 3.5-acre development within a 149-acre I-2 zoned parcel, and RV storage is a permitted use within this zone. The current land uses within the parcel consist of an airport, RV storage, and RV park which are determined similar in intensity to the proposed use. The project site's southern boundary is directly adjacent to a vacant I-2 zoned lot which is owned by the same developer.

Environmental effects of commercial or industrial use - Staff has determined that a 6-foot tall fence would not negatively effect the surrounding environment. Adequate screening for outdoor storage is intended to mitigate environmental effects.

Potential nuisance created by commercial or industrial use - Staff has determined that the proposed 6-foot tall screening fence would not create additional nuisance. Adequate screening for outdoor storage is intended to mitigate potential nuisance.

Staff Analysis: Staff has reviewed the proposal and finds that the requested RV storage lot with accessory solar canopies and the proposed 6-foot tall screening located in the front yard

setback is subject Design Review approval. If approved, staff recommends the following stipulations:

1. The project shall be developed in conformance with the development plans as reviewed by the Planning and Zoning Commission at the May 20, 2024 meeting.
2. The project shall conform to the Code Review Board comment letter dated March 27, 2024 (RE: CRB-24-011).
3. The project shall comply with all applicable sections of the Zoning Ordinance including, but not limited to I-2 Property Development Standards, General Provisions, Signs, Parking and Loading Requirements, Landscaping Requirements, and Outdoor Lighting Code.
4. Approval of DR-24-003 does not grant the developer permission to construct an electric gate across the Happy Jack Way right-of-way.
5. A Certificate of Zoning Compliance, documenting the completion of the project and stipulations, is required prior to use or occupancy.

JUSTIFICATION/BENEFITS/ISSUES

The developer intends to move the RVs from the current RV storage site and move them to the proposed site so they can proceed with developing the rest of Cottonwood Springs RV Park.

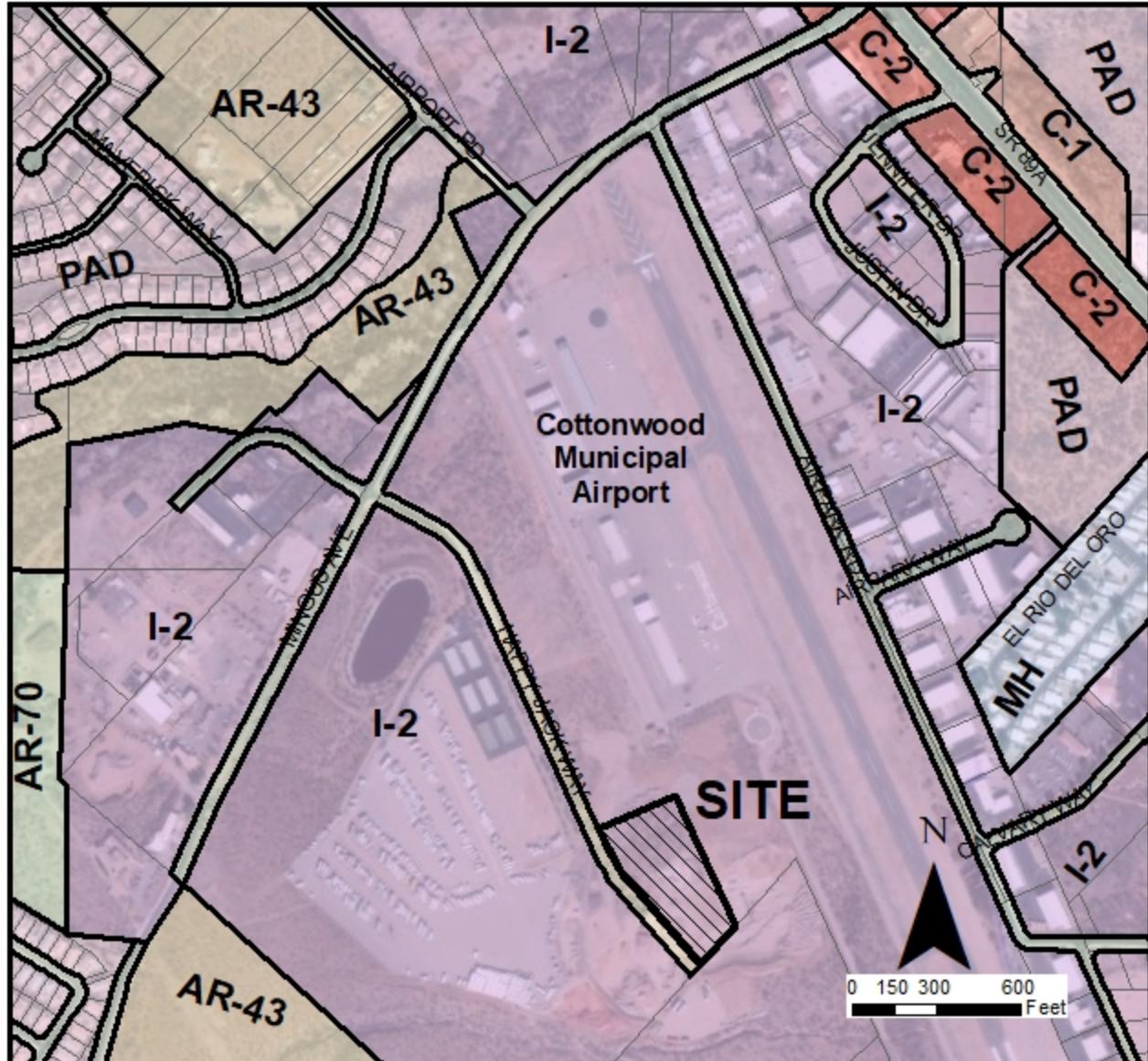
COST/FUNDING SOURCE

N/A

ATTACHMENTS

[Locator Map Happy Jack RV Storage Color.pdf](#)
[landscape/site plan.pdf](#)
[Elevation and Solar.pdf](#)
[Renderings.pdf](#)
[canopy elevations.pdf](#)
[Revised Letter of Intent.pdf](#)
[equipment elevation.pdf](#)
[CRB-24-011_CW Springs RV Solar Canopy.pdf](#)

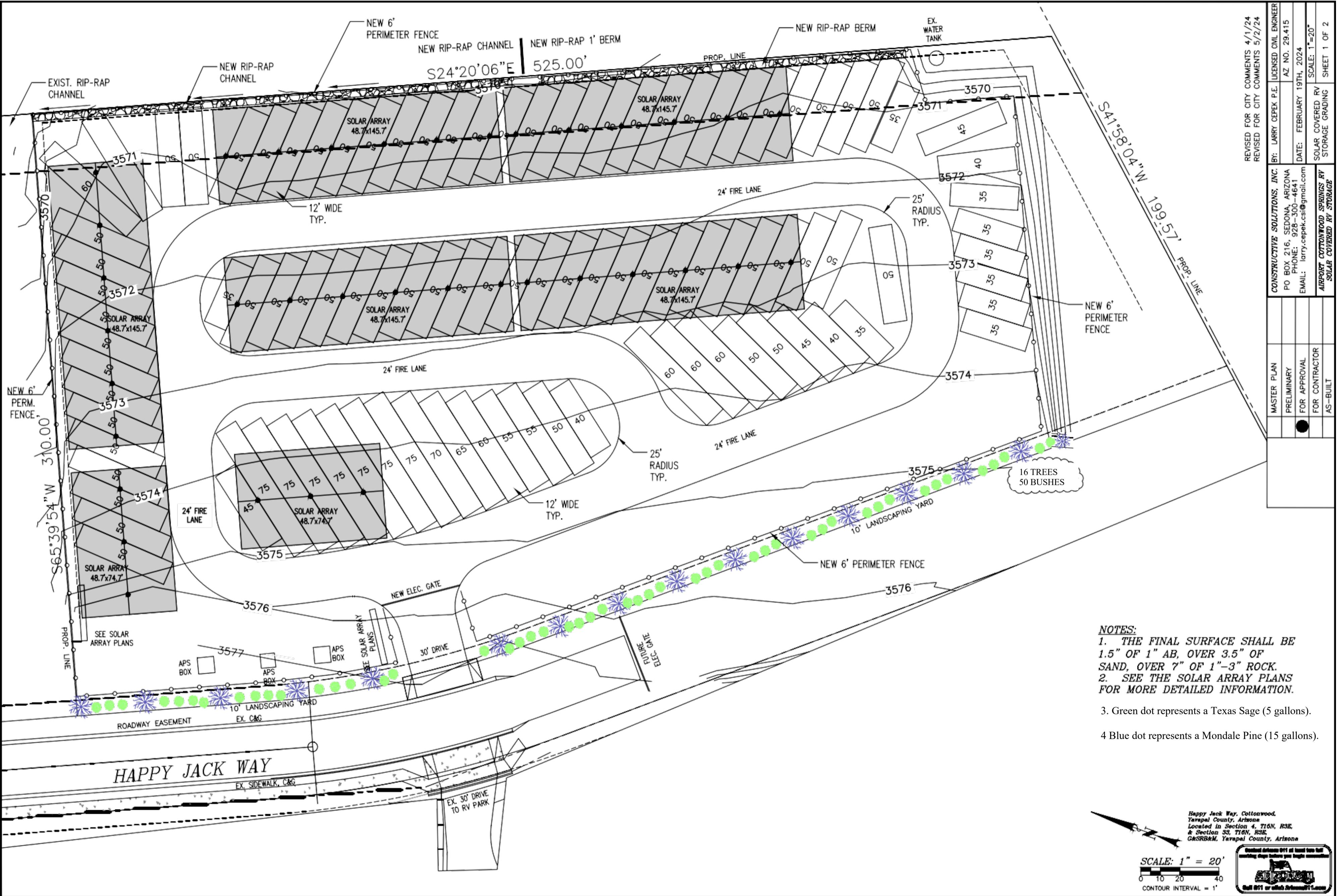
DR-24-003
S. HAPPY JACK WAY

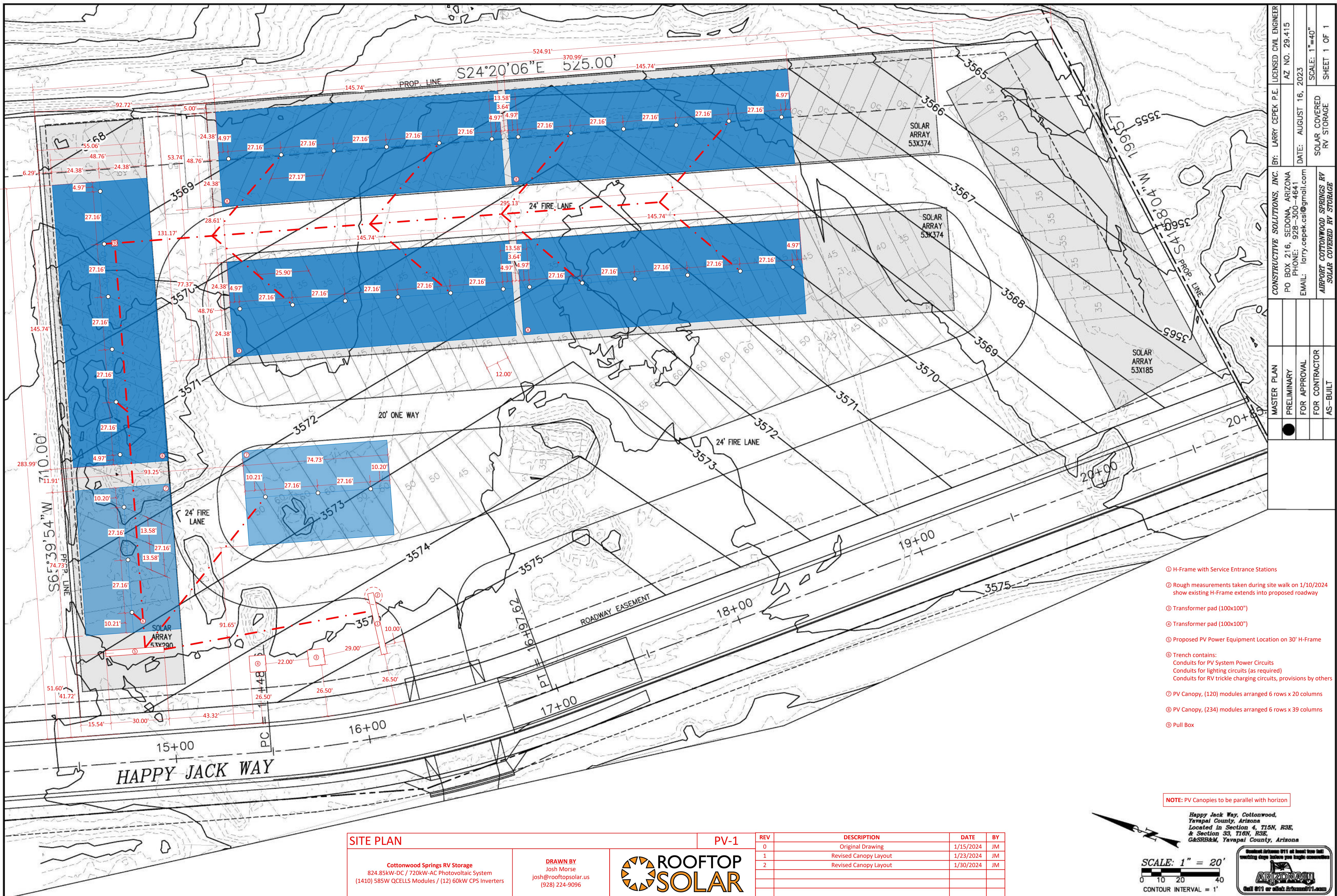


Zoning Boundary



Design Review Application



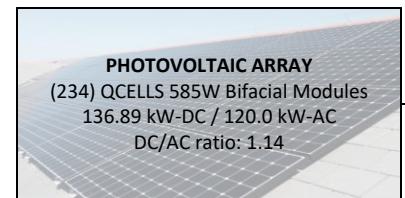


ONE-LINE DIAGRAM

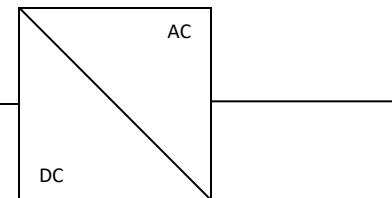
PV-2A

① Inverter features:

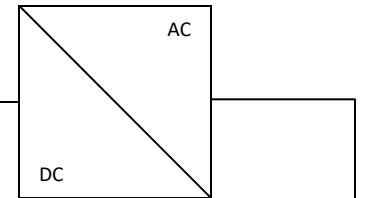
- DC and AC Disconnects
- 3 MPPTs
- 15 fused DC inputs, 5 per MPPT
- DC inputs fused at 20A



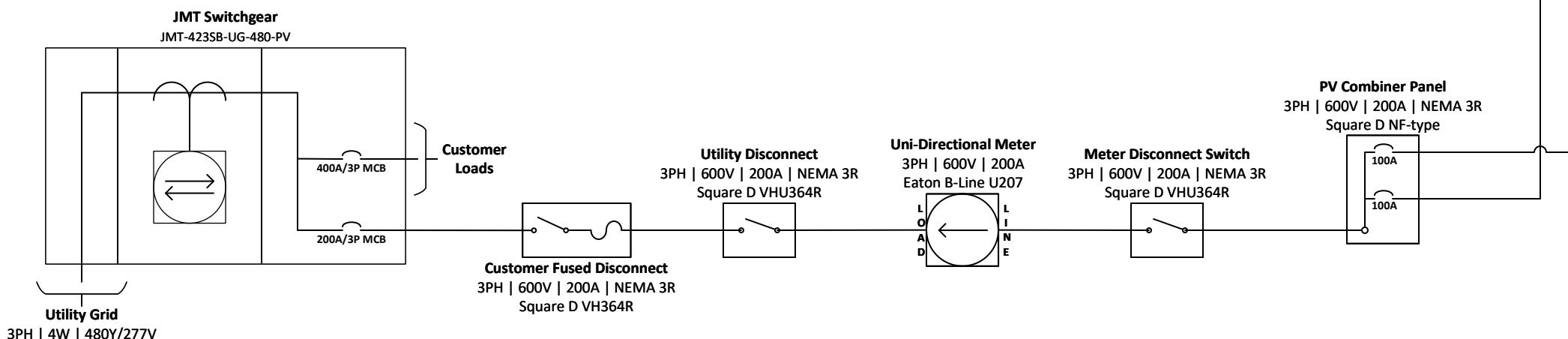
PHOTOVOLTAIC ARRAY
(234) Q CELLS 585W Bifacial Modules
136.89 kW-DC / 120.0 kW-AC
DC/AC ratio: 1.14



Chint Power Systems Inverter (1) of (2) ①
CPS SCA60KTL-DO/US-480
3PH | 60kW | 480Y/277V
Max I_{continuous}: 72.2A



Chint Power Systems Inverter (2) of (2) ①
CPS SCA60KTL-DO/US-480
3PH | 60kW | 480Y/277V
Max I_{continuous}: 72.2A



REV	DESCRIPTION	DATE	BY
0	Original drawing	1/15/2024	JM
2	Revised Canopy Layout	1/30/2024	JM

PROJECT NAME
ADDRESS
CLIENT
CONTACT INFO

Cottonwood Springs RV (Commercial) - CAZ
420 Happy Jack Way, Cottonwood, AZ 86326
Mike Mongini
(928) 699-4381 | mmongini@gustlaw.com

Cottonwood Springs RV Storage
824.85kW-DC / 720kW-AC Photovoltaic System
(1410) 585W Q CELLS Modules / (12) 60kW CPS Inverters

DRAWN BY
Josh Morse
josh@rooftopsolar.us
(928) 224-9096

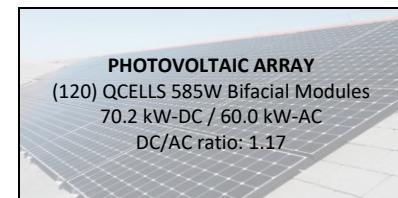


ONE-LINE DIAGRAM

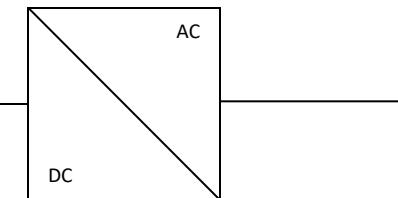
PV-2B

① Inverter features:

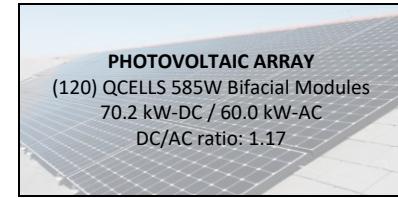
- DC and AC Disconnects
- 3 MPPTs
- 15 fused DC inputs, 5 per MPPT
- DC inputs fused at 20A



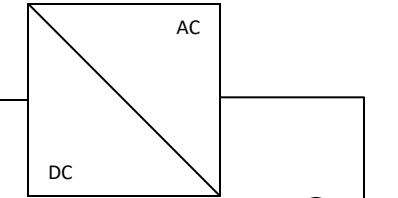
PHOTOVOLTAIC ARRAY
(120) Q CELLS 585W Bifacial Modules
70.2 kW-DC / 60.0 kW-AC
DC/AC ratio: 1.17



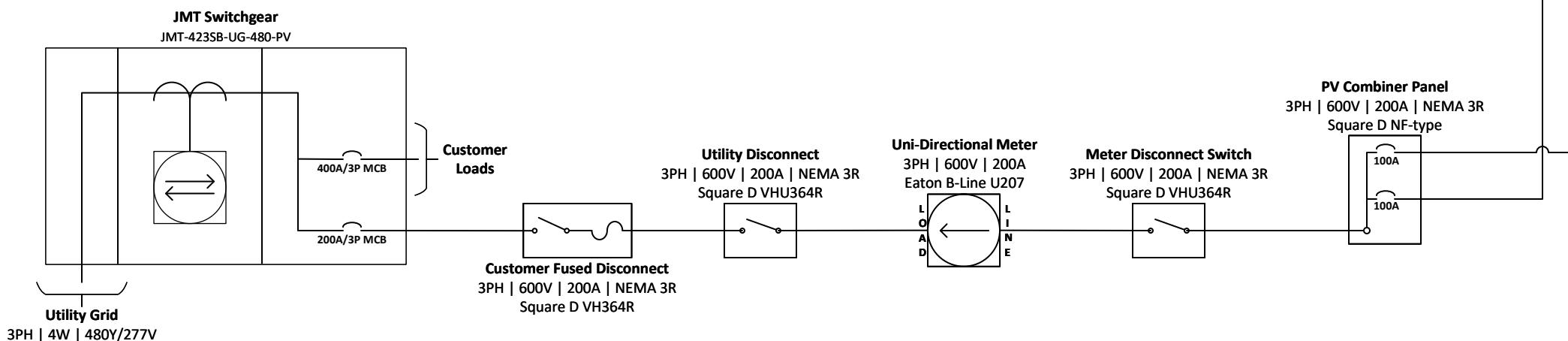
Chint Power Systems Inverter (1) of (2) ①
CPS SCA60KTL-DO/US-480
3PH | 60kW | 480Y/277V
Max I_{continuous}: 72.2A



PHOTOVOLTAIC ARRAY
(120) Q CELLS 585W Bifacial Modules
70.2 kW-DC / 60.0 kW-AC
DC/AC ratio: 1.17



Chint Power Systems Inverter (2) of (2) ①
CPS SCA60KTL-DO/US-480
3PH | 60kW | 480Y/277V
Max I_{continuous}: 72.2A



REV	DESCRIPTION	DATE	BY
0	Original drawing	1/15/2024	JM
2	Revised Canopy Layout	1/30/2024	JM

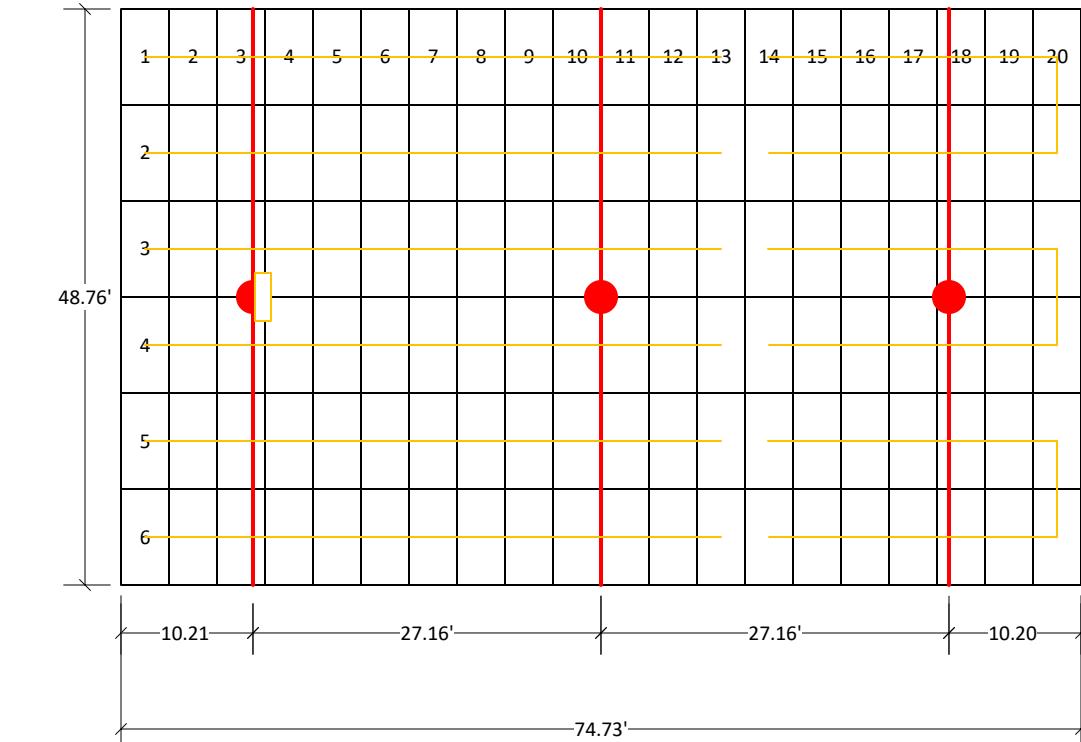
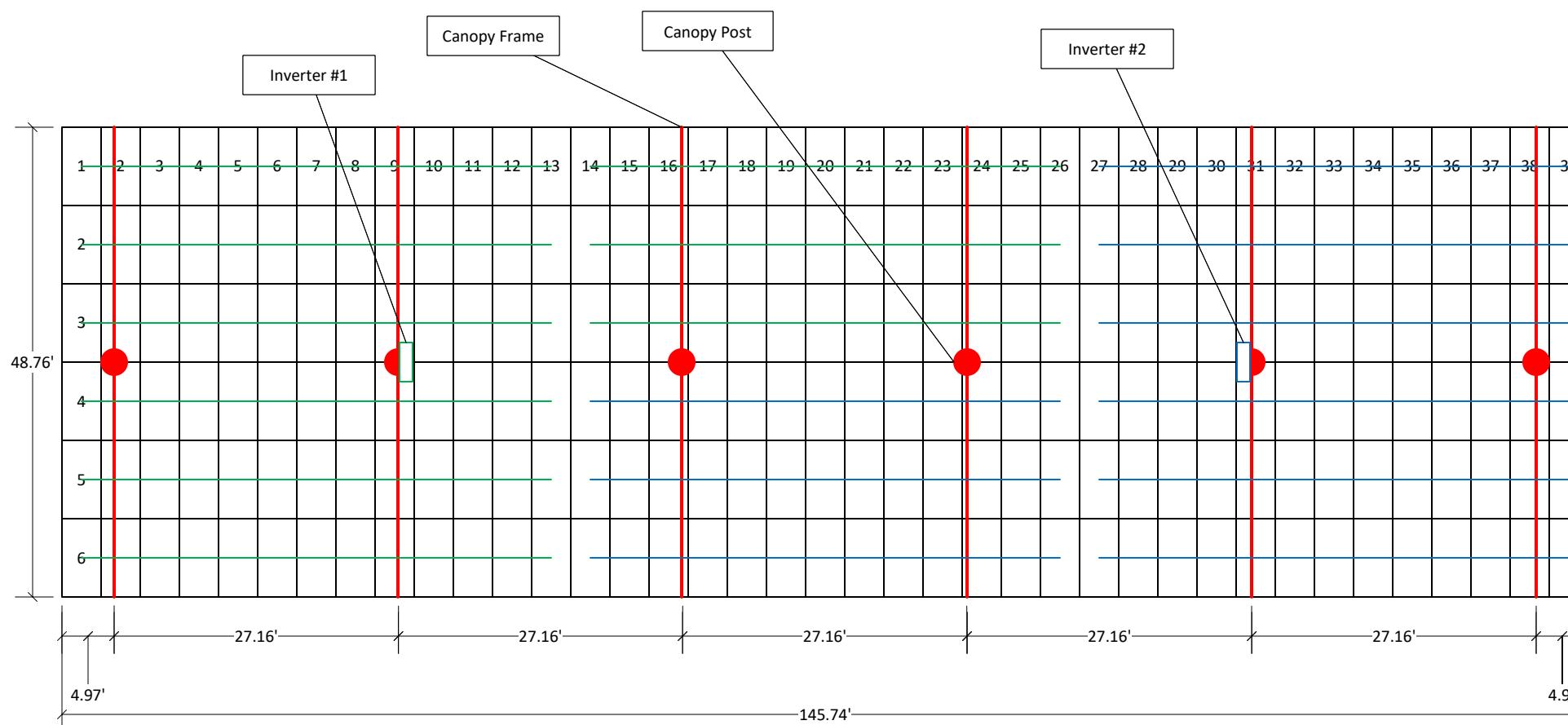
PROJECT NAME
ADDRESS
CLIENT
CONTACT INFO

Cottonwood Springs RV (Commercial) - CAZ
420 Happy Jack Way, Cottonwood, AZ 86326
Mike Mongini
(928) 699-4381 | mmongini@gustlaw.com

Cottonwood Springs RV Storage
824.85kW-DC / 720kW-AC Photovoltaic System
(1410) 585W Q CELLS Modules / (12) 60kW CPS Inverters

DRAWN BY
Josh Morse
josh@rooftopsolar.us
(928) 224-9096





REV	DESCRIPTION	DATE	BY
0	Original drawing	1/15/2024	JM
2	Revised Canopy Layout	1/30/2024	JM

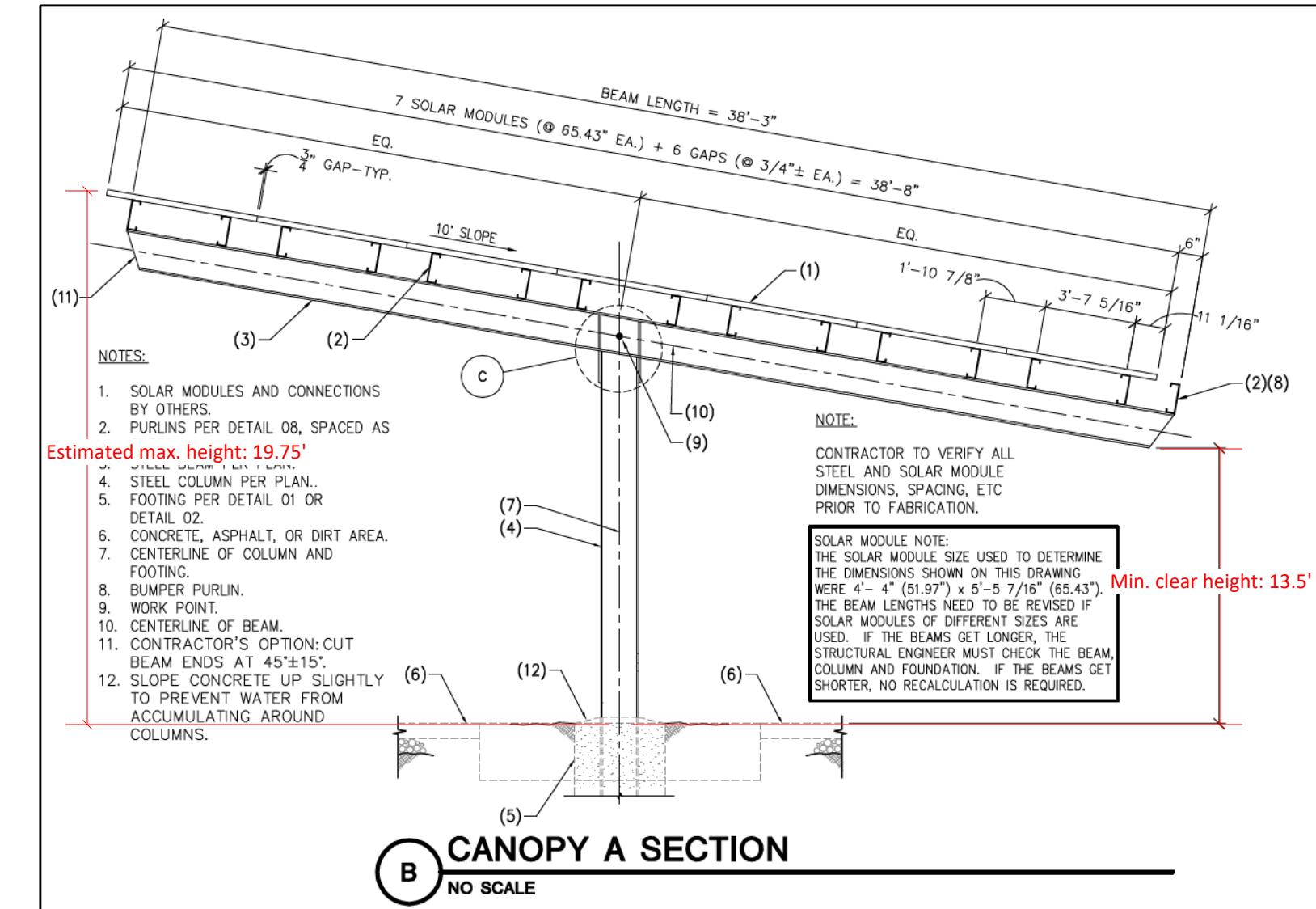
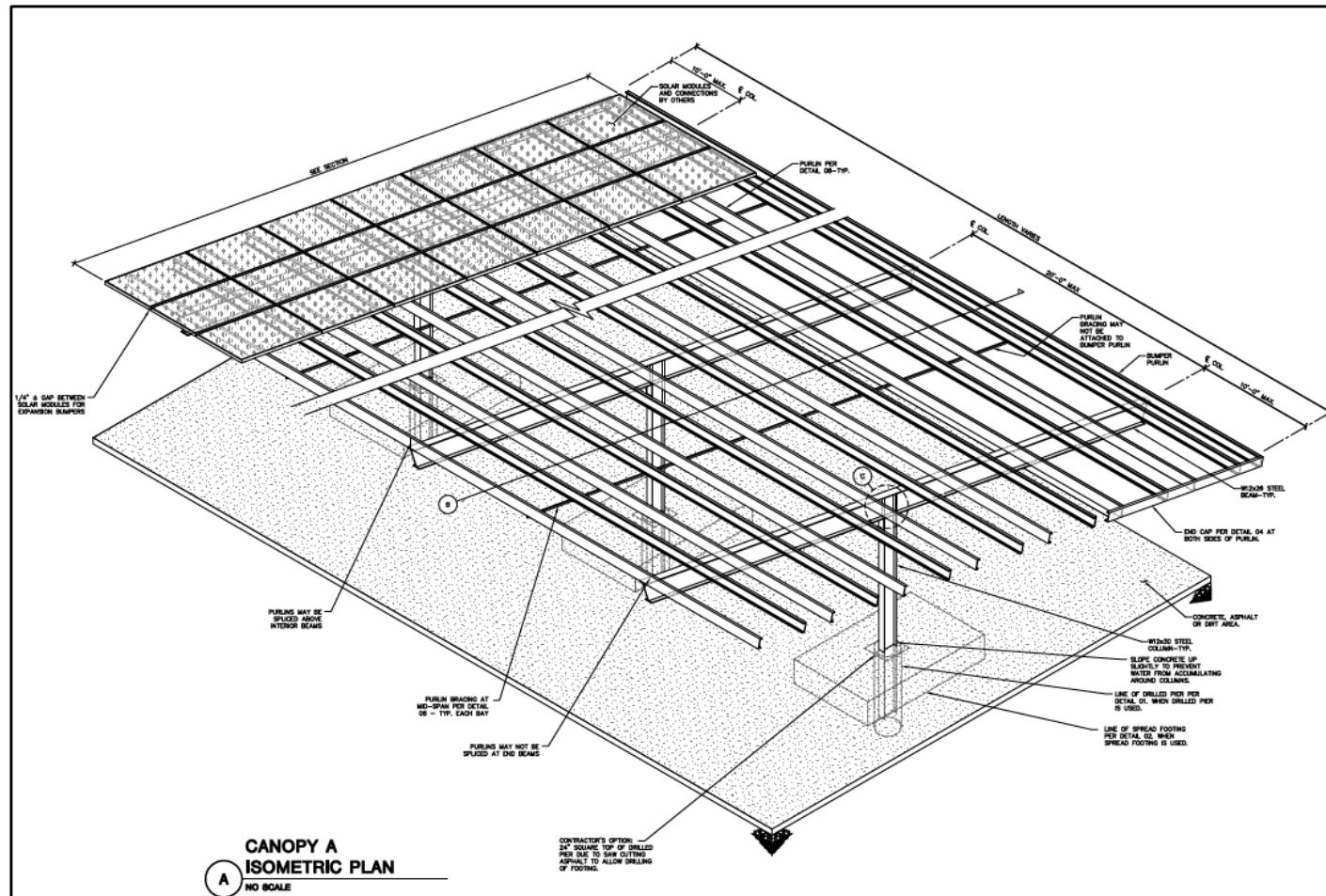
PROJECT NAME
ADDRESS
CLIENT
CONTACT INFO

Cottonwood Springs RV (Commercial) - CAZ
420 Happy Jack Way, Cottonwood, AZ 86326
Mike Mongini
(928) 699-4381 | mmongini@gustlaw.com

Cottonwood Springs RV Storage
824.85kW-DC / 720kW-AC Photovoltaic System
(1410) 585W QCELLS Modules / (12) 60kW CPS Inverters

DRAWN BY
Josh Morse
josh@rooftopsolar.us
(928) 224-9096





SAMPLE DRAWING

REV	DESCRIPTION	DATE	BY
0	Original drawing	1/15/2024	JM
2	Revised Canopy Layout	1/30/2024	JM

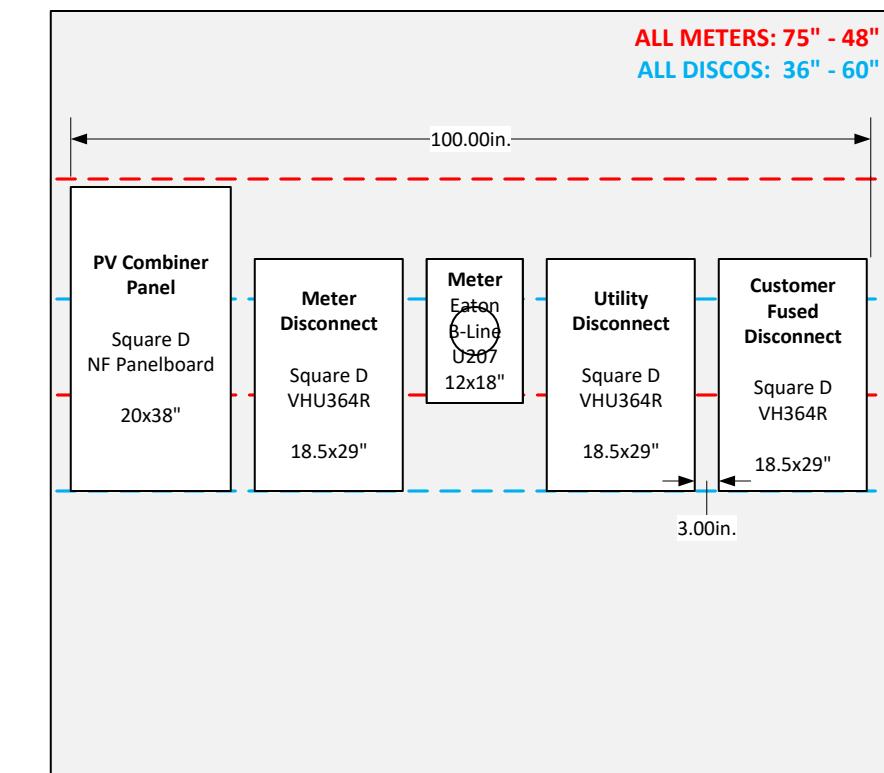
PROJECT NAME	Cottonwood Springs RV (Commercial) - CAZ
ADDRESS	420 Happy Jack Way, Cottonwood, AZ 86326
CLIENT	Mike Mongini
CONTACT INFO	(928) 699-4381 mmongini@gustlaw.com

Cottonwood Springs RV Storage

824.85kW-DC / 720kW-AC Photovoltaic System
(1410) 585W QCELLS Modules / (12) 60kW CPS Inverter

DRAWN BY
Josh Morse
josh@rooftopsolar.us
(928) 224-9096





NOTE: Elevation shown to be repeated a total of (6) times.
(3) Repetitions will be placed on the front of a 30' long H-Frame
(provided by others), and the other (3) repetitions will be
placed on the back of the H-Frame.

REV	DESCRIPTION	DATE	BY
0	Original drawing	1/15/2024	JM
2	Revised Canopy Layout	1/30/2024	JM

PROJECT NAME
ADDRESS
CLIENT
CONTACT INFO

Cottonwood Springs RV (Commercial) - CAZ
420 Happy Jack Way, Cottonwood, AZ 86326
Mike Mongini
(928) 699-4381 | mmongini@gustlaw.com

Cottonwood Springs RV Storage
824.85kW-DC / 720kW-AC Photovoltaic System
(1410) 585W QCELLS Modules / (12) 60kW CPS Inverters

DRAWN BY
Josh Morse
josh@rooftopsolar.us
(928) 224-9096

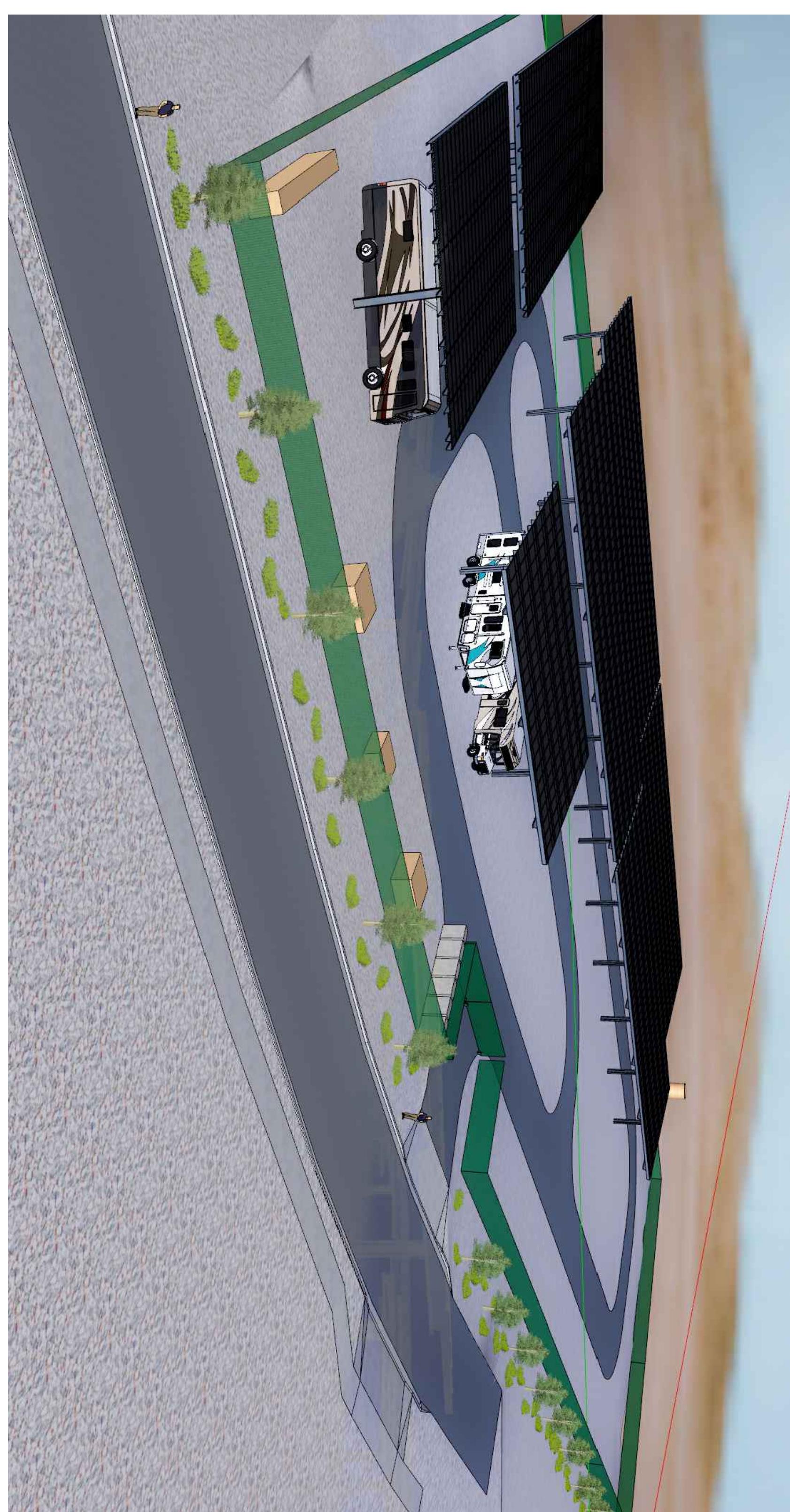




VIEW LOOKING SOUTH



VIEW LOOKING NORTHEAST

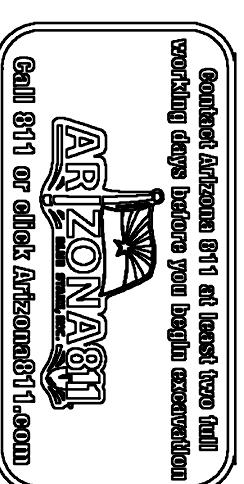


VIEW LOOKING SOUTHEAST FROM ABOVE

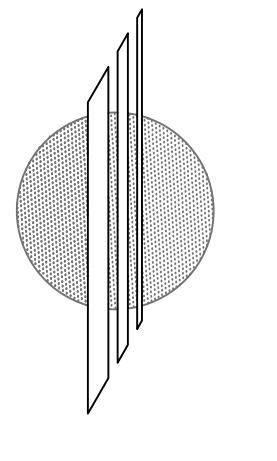


VIEW LOOKING EAST AT DRIVEWAY

Happy Jack Way, Cottonwood,
Yavapai County, Arizona
Located in Section 4, T12N, R3E,
& Section 33, T12N, R3E, Cottonwood,
Yavapai County, Arizona
G&SR&M



MASTER PLAN	CONSTRUCTIVE SOLUTIONS, INC.	BY: LARRY CEPEK P.E.	LICENSED CIVIL ENGINEER
PRELIMINARY	PO BOX 216, SEDONA, ARIZONA		AZ NO. 29.415
<input checked="" type="radio"/> FOR APPROVAL	PHONE: 928-300-4641		
FOR CONTRACTOR	EMAIL: larry.cepek.cs@gmail.com	DATE: APRIL 1ST, 2024	
AS-BUILT	AIRPORT COTTONWOOD SPRINGS RV SOLAR COVERED RV STORAGE	SOLAR COVERED RV STORAGE GRADING RENDERINGS	SHEET 2 OF 2



CARUSO
TURLEY
SCOTT
structural
engineers

1215 W. Rio Salado Pkwy
Suite 200
Tempe, Arizona 85281
(480) 774-1700
www.ctsaz.com

1963 - 2024

61
YEARS OF
EXCELLENCE

CARUSO • TURLEY • SCOTT

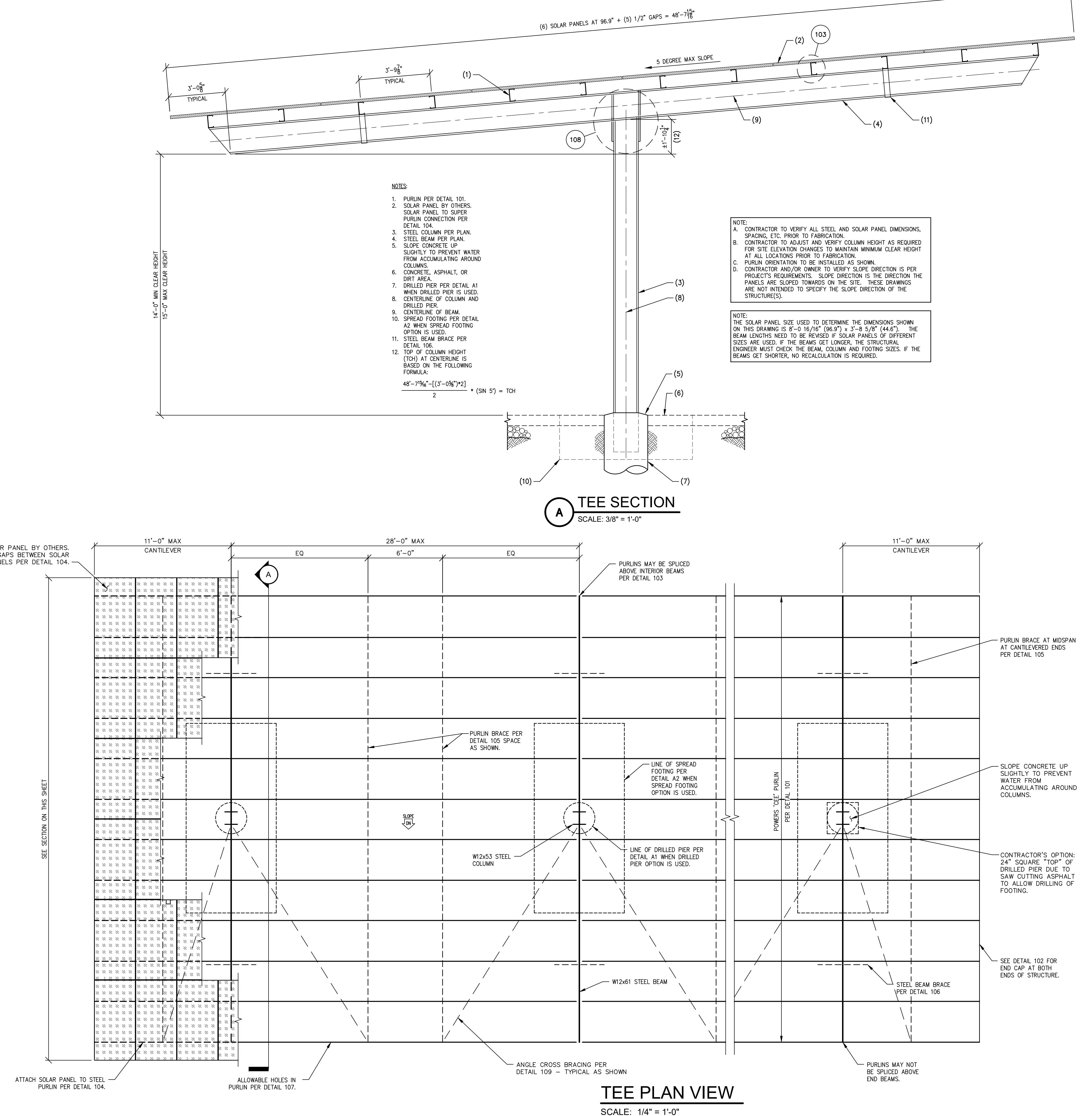
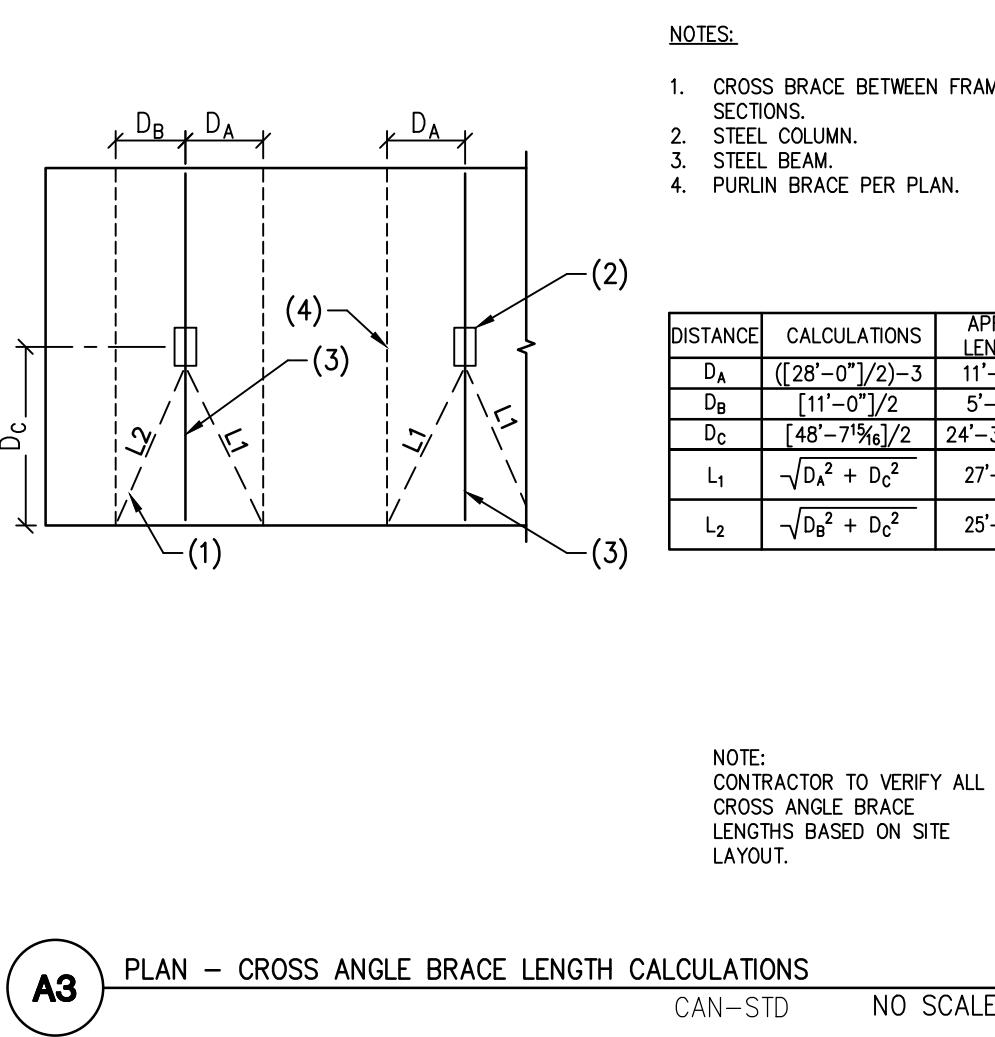
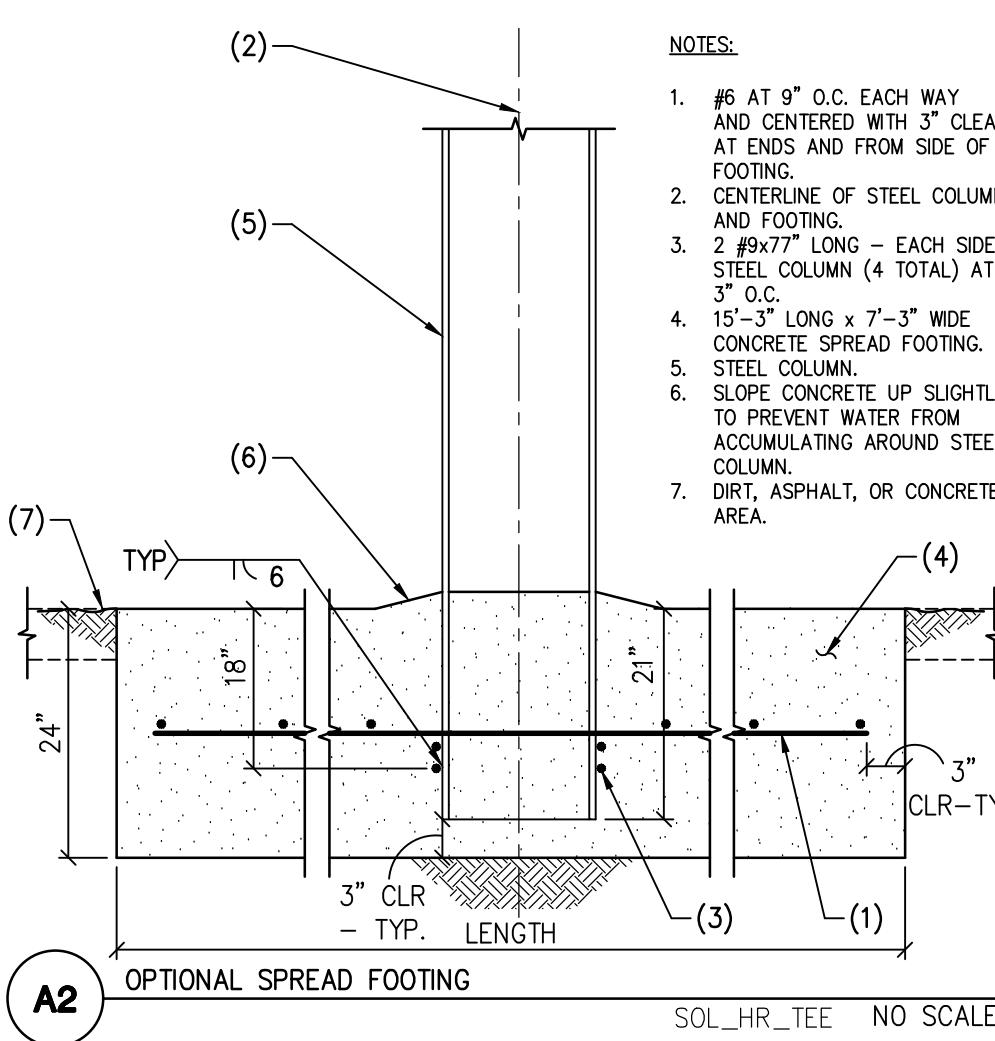
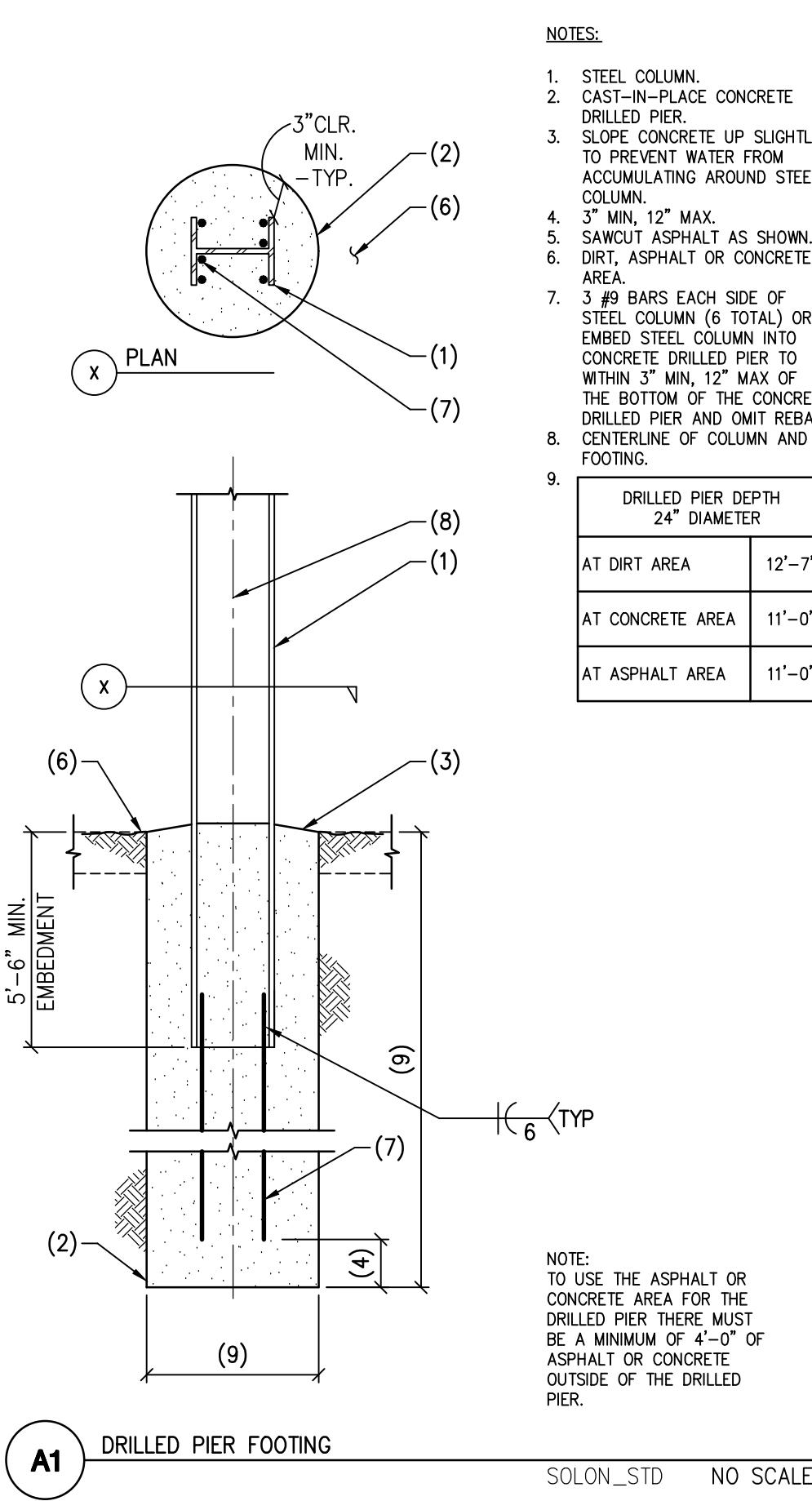


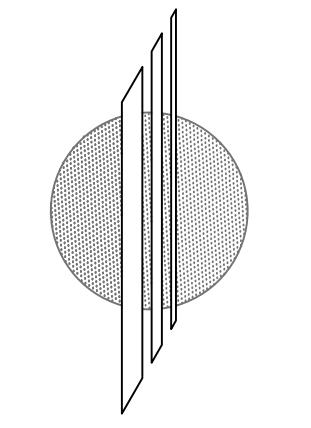
STEEL STRUCTURE
COTTONWOOD SPRINGS RV SOLAR CARPORT
PLAN AND SECTIONS



REVISIONS:
JOB NUMBER:
24-0464
DRAWN: NCR
ENGINEER: JMC
CHECKED: DJV
SCALE: AS NOTED
DATE: 04.19.2024
SHEET: S2

THESE DRAWINGS/CALCULATIONS ARE CONSIDERED PRELIMINARY - NOT FOR CONSTRUCTION OR RECORDING UNLESS THE STRUCTURAL ENGINEER OF RECORD'S SEAL IS AFFIXED WITH WRITTEN SIGNATURE.





**CARUSO
TURLEY
SCOTT**
structural
engineers

1215 W. Rio Salado Pkwy
Suite 200
Tempe, Arizona 85281
(480) 774-1700
www.ctsaz.com

1963 - 2024

61
YEARS OF
EXCELLENCE
CARUSO • TURLEY • SCOTT



42983
DANIEL J.
VAN CUYK
4/24/2024
Signature

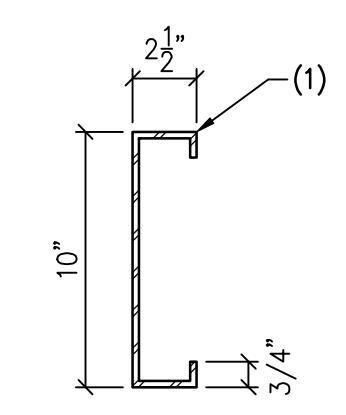
STRUCTURAL DETAILS
STEEL CANOPY STRUCTURE
COTTONWOOD SPRINGS RV SOLAR CARPORT
420 HAPPY JACK WAY
COTTONWOOD



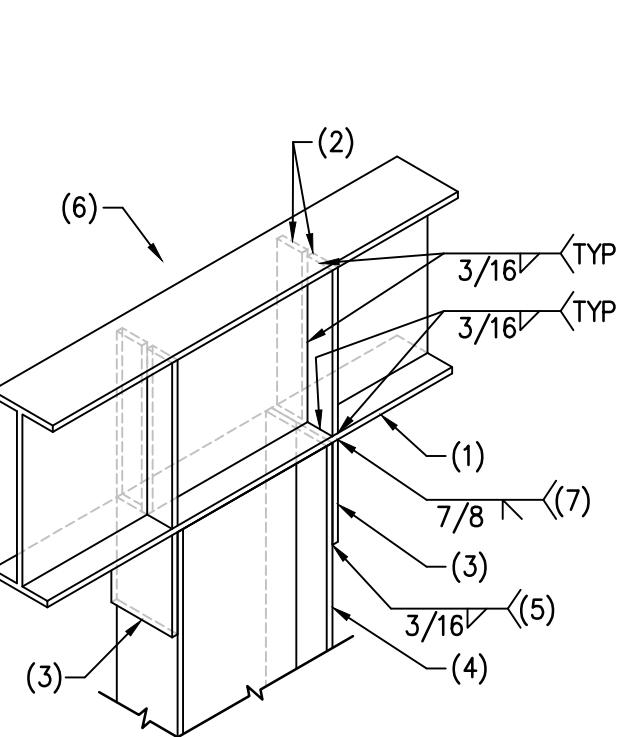
REVISIONS:
JOB NUMBER:
24-0464
DRAWN: ENGINEER:
NCR JMC
CHECKED: SCALE:
DJV AS NOTED
DATE:
04.19.2024
SHEET:
S3

THESE DRAWINGS/ CALCULATIONS ARE CONSIDERED PRELIMINARY - NOT FOR CONSTRUCTION OR RECORDING UNLESS THE STRUCTURAL ENGINEER OF RECORD'S SEAL IS AFFIXED WITH WRITTEN SIGNATURE.

NOTES:
1. 12 GAGE PURLIN.
 $F_y = 60$ ksi (MIN).

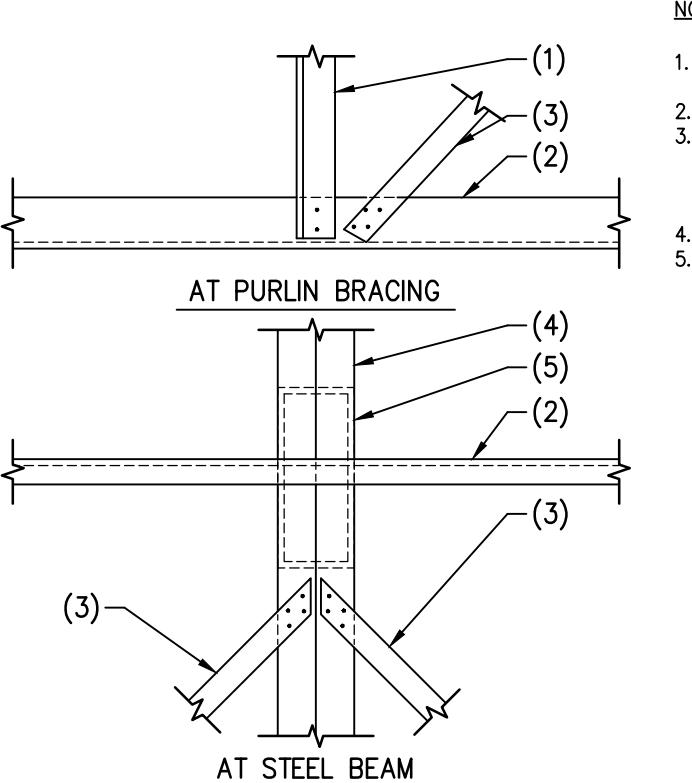


NOTE:
MINIMUM PURLIN BEARING LENGTH = 2".



108 SEMI-CANT OR TEE CANOPY
WELDED BEAM TO COLUMN CONNECTION

24-0464 NO SCALE

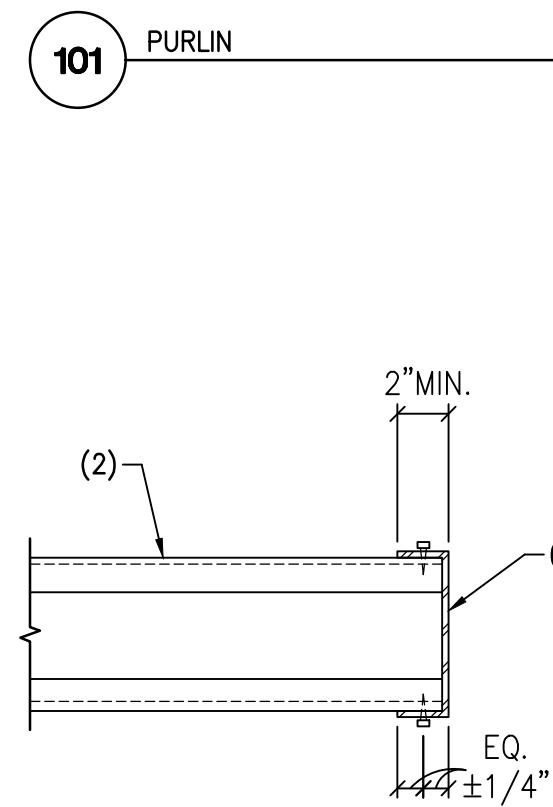


104 MODULE TO PURLIN CONNECTION

24-0464 NO SCALE

NOTE:
CONFIRM MODULE MANUFACTURER REQUIREMENTS PRIOR TO ORDERING BOLTS, WASHERS, AND NUTS. MODULE MANUFACTURER REQUIREMENTS SHALL SUPERSEDE THE REQUIREMENTS IN THIS DETAIL.

NOTES:
1. CONTINUOUS END CAP TRIM - 16 GAGE MINIMUM; ATTACH TO PURLIN WITH #12x3/4" SCREWS AT TOP AND BOTTOM FLANGE.
2. PURLIN.



101 PURLIN

24-0464 NO SCALE

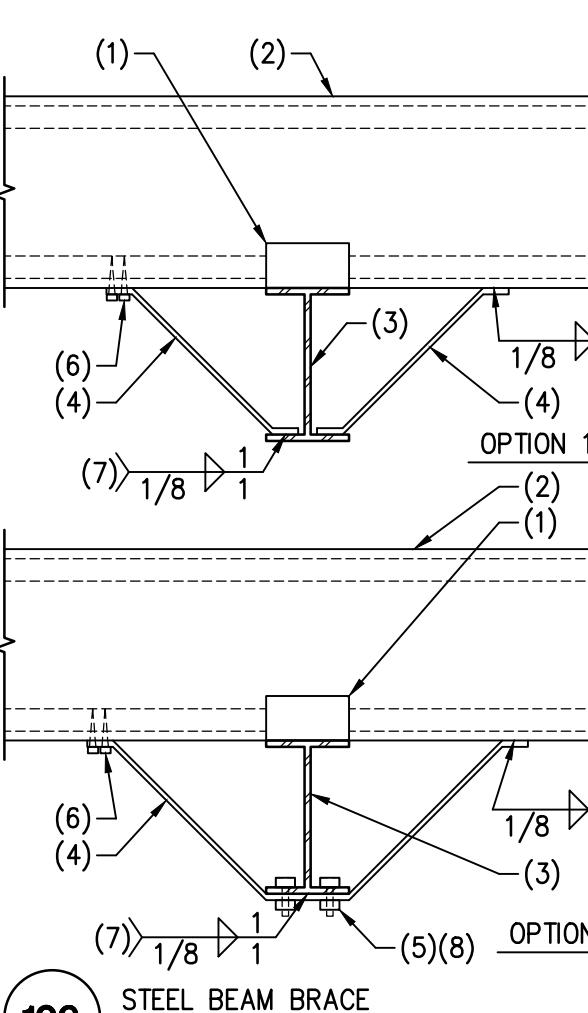
109 PLAN - ANGLE CROSS BRACING

24-0464 NO SCALE



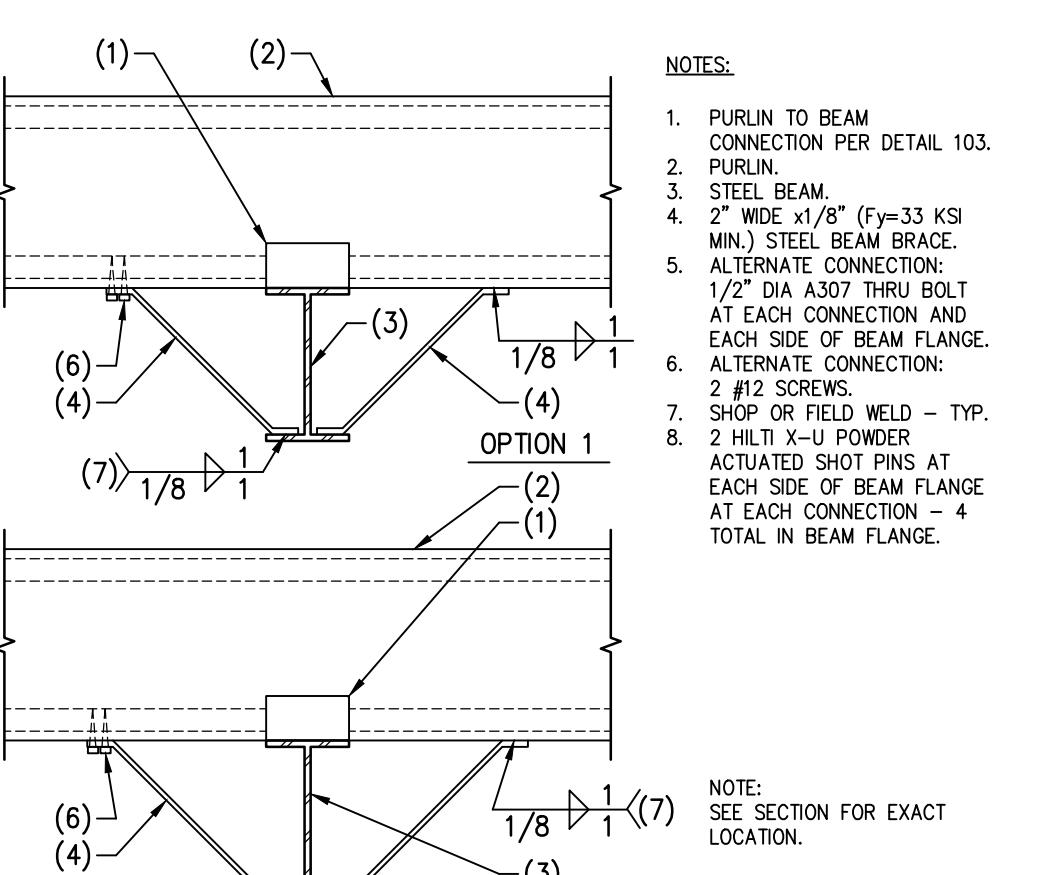
105 STEEL BRACING AT PURLINS

24-0464 NO SCALE



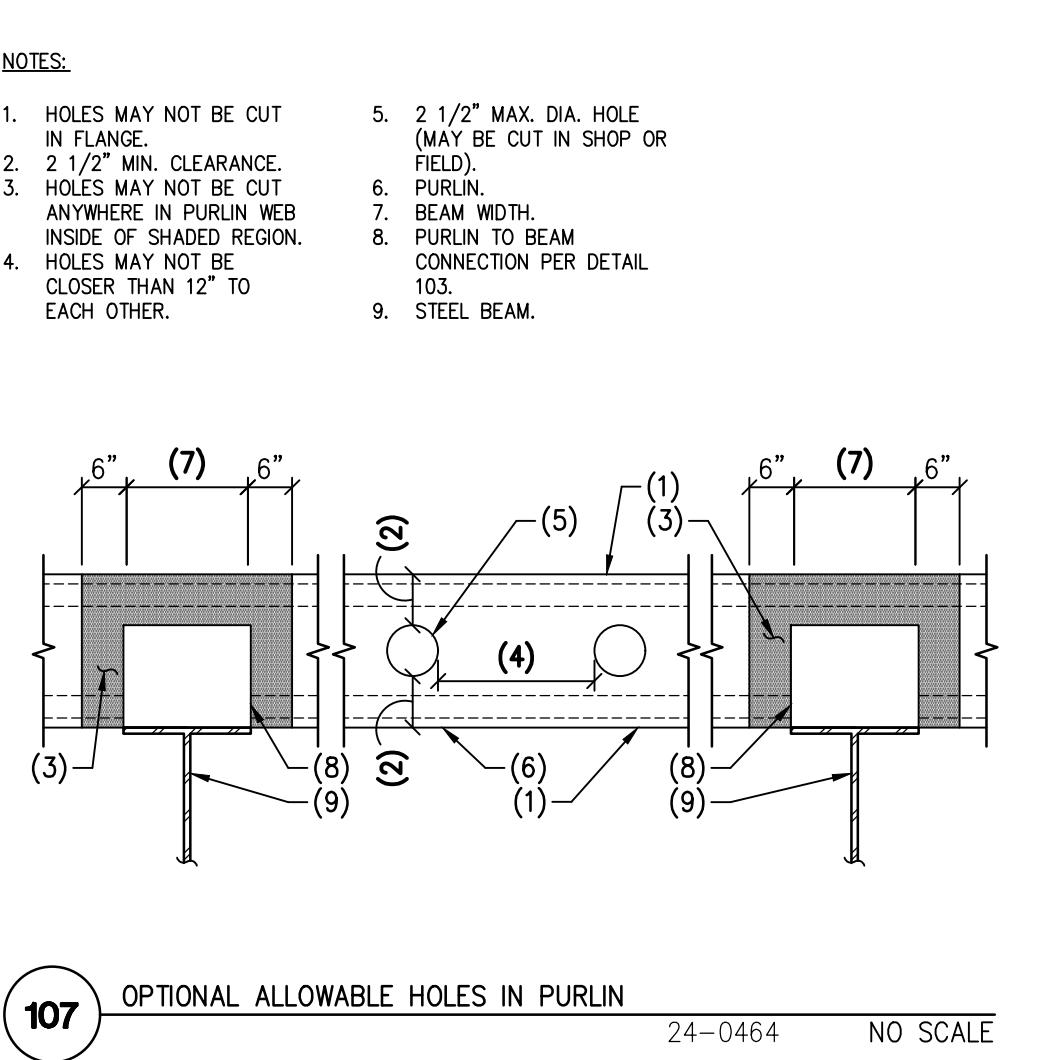
102 END CAP AT PURLIN

24-0464 NO SCALE



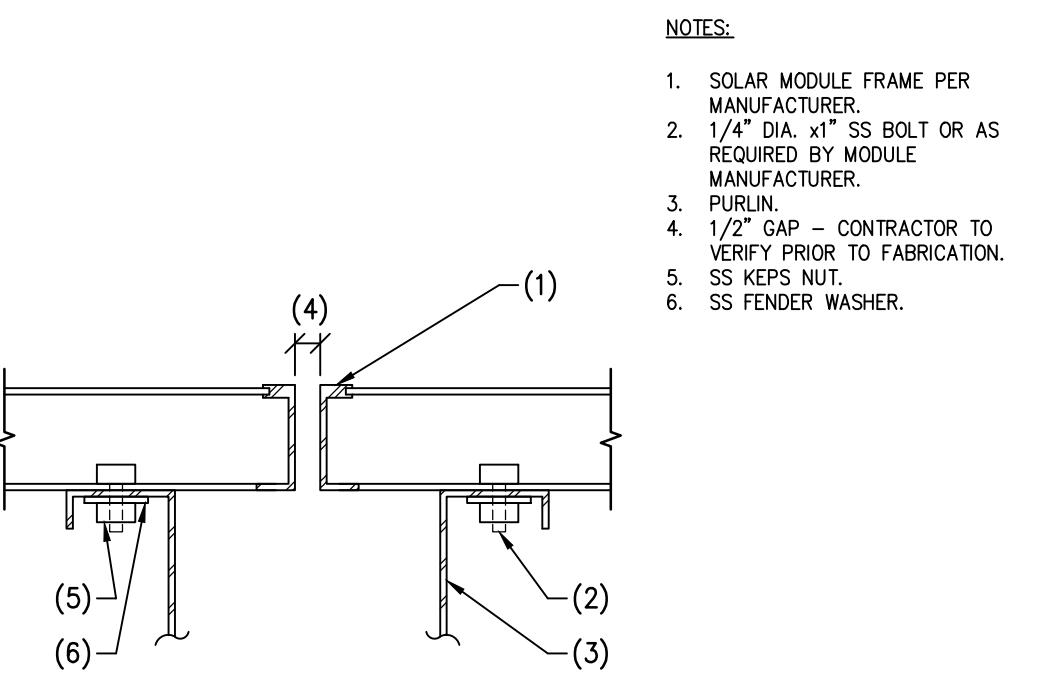
106 STEEL BEAM BRACE

24-0464 NO SCALE



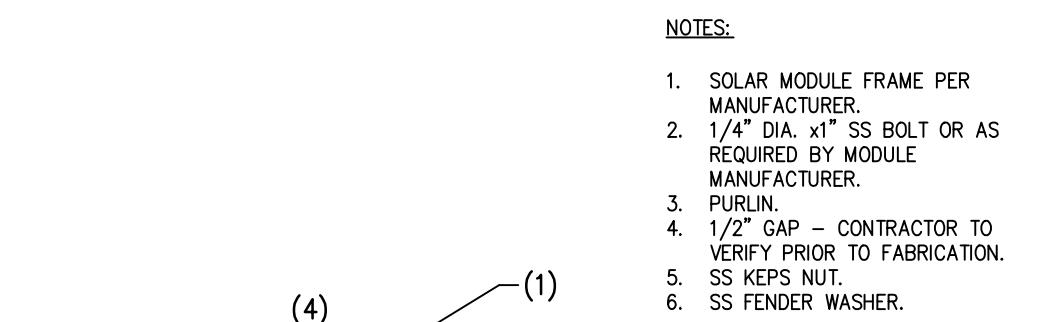
107 OPTIONAL ALLOWABLE HOLES IN PURLIN

24-0464 NO SCALE



NOTES:

1. STEEL BEAM.
2. 3/8" STEEL STIFFENER PLATE TO LINE UP WITH STEEL CONNECTOR PLATE BELOW AS SHOWN.
3. 1x0" x14" LONG $F_y = 36$ ksi MIN STEEL CONNECTOR PLATE - TYP.
4. STEEL COLUMN.
5. WELD CONNECTOR PLATE TO STEEL COLUMN - 3 SIDES - TYP.
6. FOR PURLIN (NOT SHOWN FOR CLARITY) TO BEAM CONNECTION, SEE DETAIL 104.
7. PARTIAL JOINT PENETRATION (PERIODIC INSPECTION) - TYP.

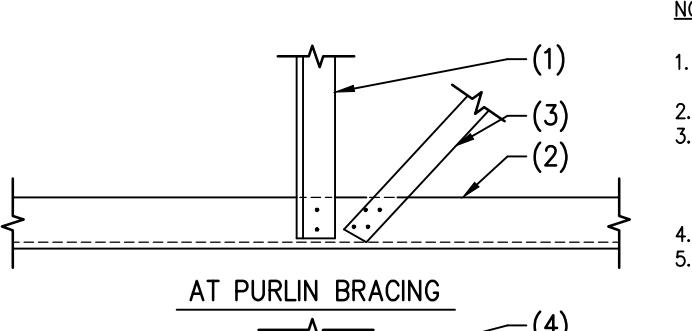


NOTES:

1. SOLAR MODULE FRAME PER MANUFACTURER.
2. 1/4" DIA SS BOLT OR AS REQUIRED BY MODULE MANUFACTURER.
3. PURLIN.
4. 1/4" GAP CONTRACTOR TO VERIFY PRIOR TO FABRICATION.
5. SS KEPS NUT.
6. SS FENDER WASHER.

108 SEMI-CANT OR TEE CANOPY
WELDED BEAM TO COLUMN CONNECTION

24-0464 NO SCALE



104 MODULE TO PURLIN CONNECTION

24-0464 NO SCALE

NOTE:
1. BRACING AT PURLINS PER DETAIL 105.
2. 1 PURLIN PER PLAN.
3. 2x2" x 16 GAGE ANGLE CROSS BRACING WITH 4 #12 SCREWS TO BOTTOM OF LAST PURLIN AND 2 #12 SCREWS AT EVERY PURLIN.
4. BRACE OPTIONS:
5. STEEL COLUMN PER PLAN BELOW.

NOTE:
A. SEE PLAN FOR LOCATION OF CROSS BRACING. IF CROSS BRACING IS ONLY SHOWN ON ONE SIDE OF COLUMN, LOCATE IT ON LOW SIDE OF BEAM.
B. COPE VERTICAL FLANGE OF CROSS BRACE ANGLE AS RECOMMENDED BY BEAM.
C. TRIM BRACE AS REQUIRED WHERE SPANS ARE SHORTER THAN MAXIMUM SHOWN ON PLANS.

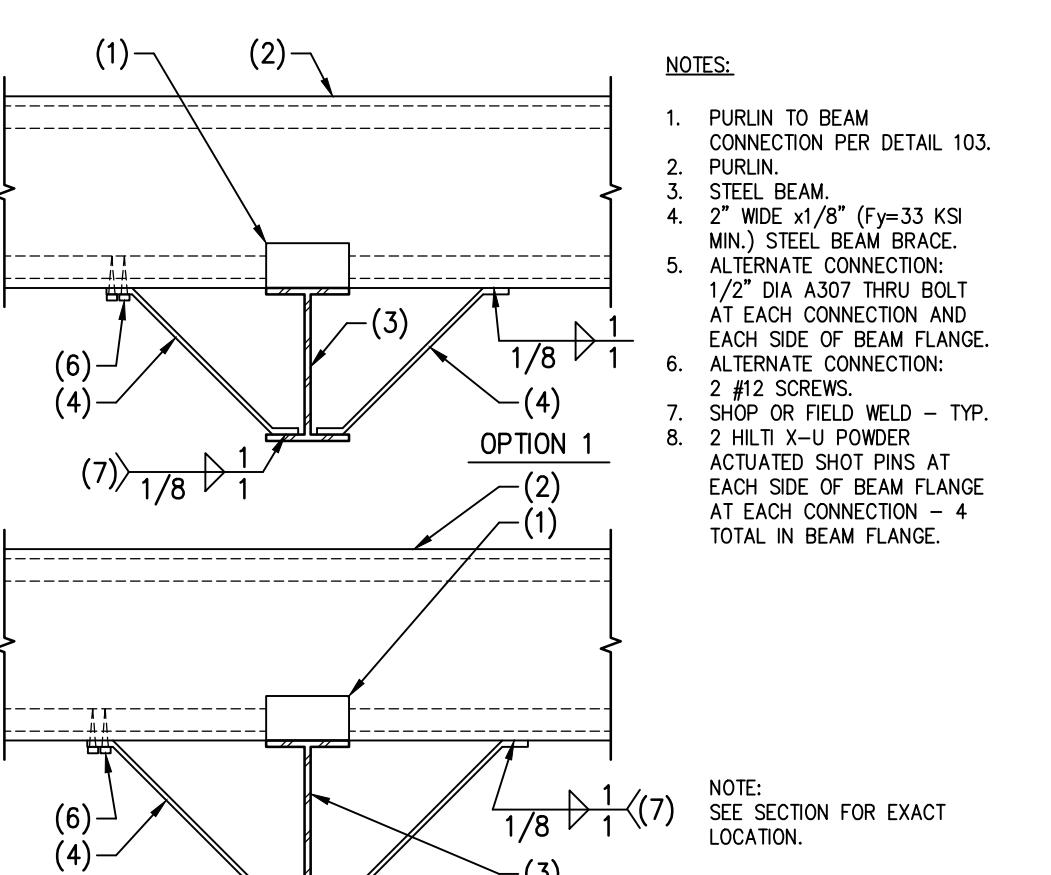
109 PLAN - ANGLE CROSS BRACING

24-0464 NO SCALE



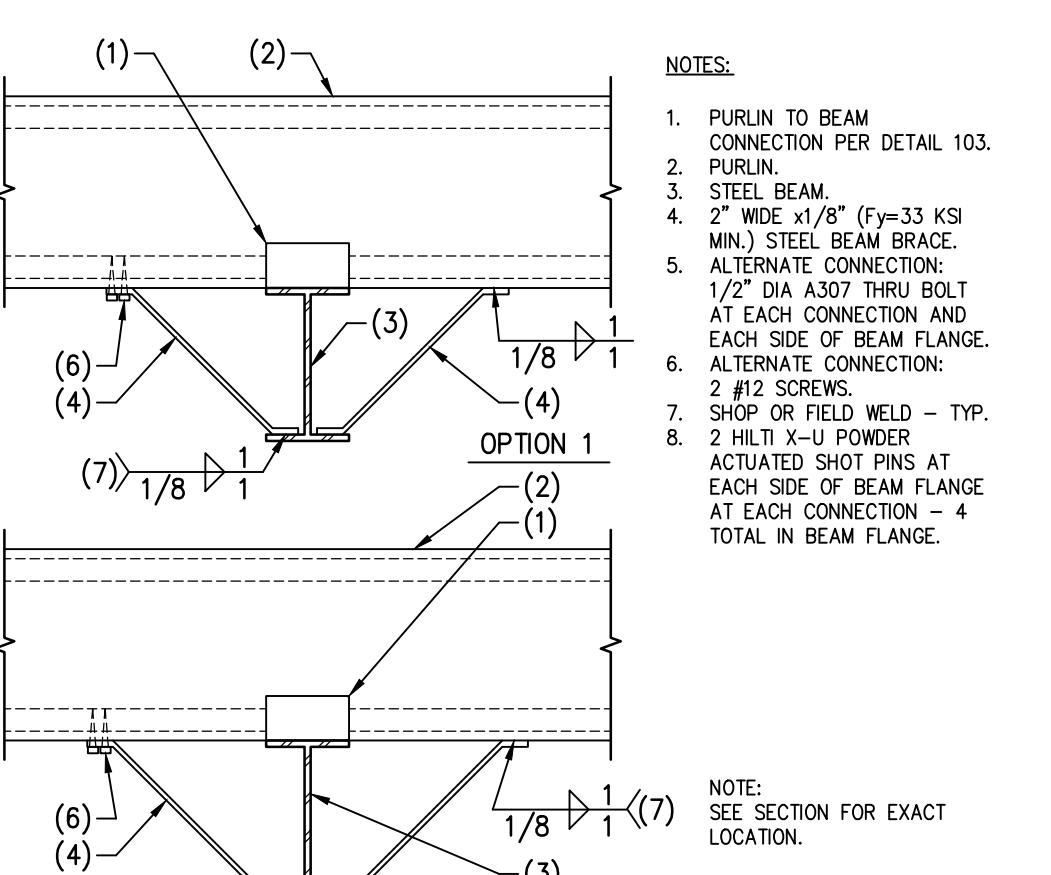
105 STEEL BRACING AT PURLINS

24-0464 NO SCALE



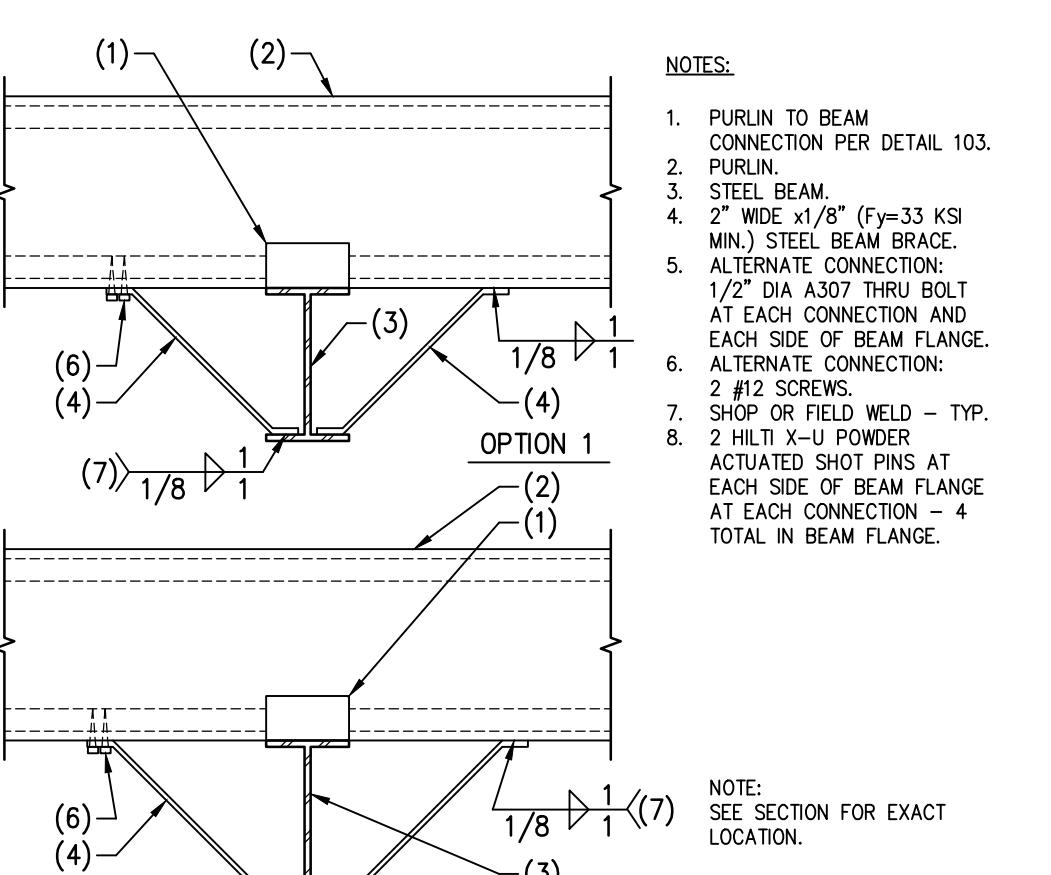
102 END CAP AT PURLIN

24-0464 NO SCALE



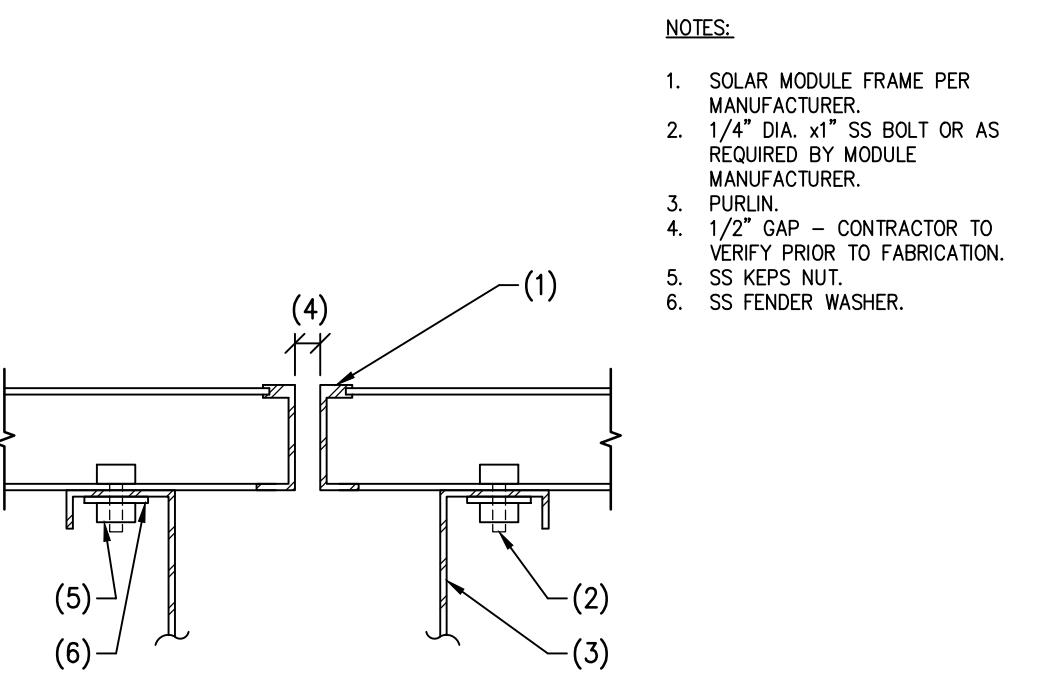
106 STEEL BEAM BRACE

24-0464 NO SCALE



107 OPTIONAL ALLOWABLE HOLES IN PURLIN

24-0464 NO SCALE



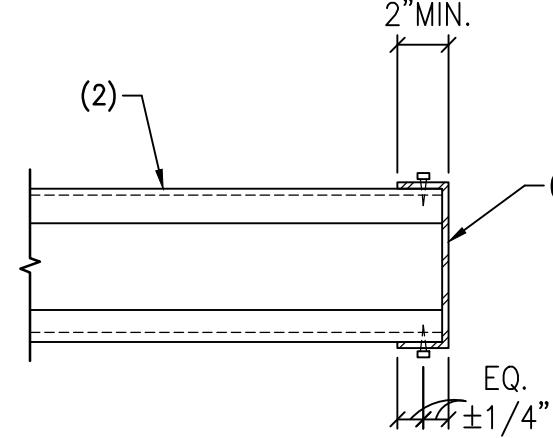
NOTES:

1. SOLAR MODULE FRAME PER MANUFACTURER.
2. 1/4" DIA SS BOLT OR AS REQUIRED BY MODULE MANUFACTURER.
3. PURLIN.
4. 1/4" GAP CONTRACTOR TO VERIFY PRIOR TO FABRICATION.
5. SS KEPS NUT.
6. SS FENDER WASHER.

NOTE:
CONFIRM MODULE MANUFACTURER REQUIREMENTS PRIOR TO ORDERING BOLTS, WASHERS, AND NUTS. MODULE MANUFACTURER REQUIREMENTS SHALL SUPERSEDE THE REQUIREMENTS IN THIS DETAIL.

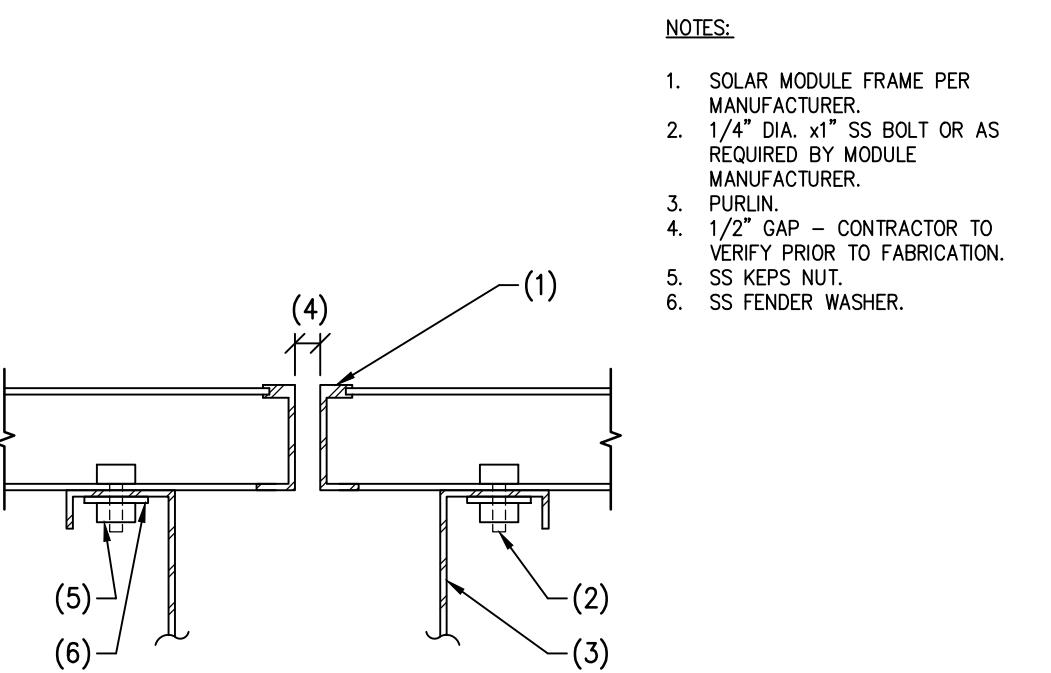
1. CONTINUOUS END CAP TRIM - 16 GAGE MINIMUM; ATTACH TO PURLIN WITH #12x3/4" SCREWS AT TOP AND BOTTOM FLANGE.
2. PURLIN.

NOTES:
1. CONTINUOUS END CAP TRIM - 16 GAGE MINIMUM; ATTACH TO PURLIN WITH #12x3/4" SCREWS AT TOP AND BOTTOM FLANGE.
2. PURLIN.



101 PURLIN

24-0464 NO SCALE



NOTES:

1. STEEL BEAM.
2. 3/8" STEEL STIFFENER PLATE TO LINE UP WITH STEEL CONNECTOR PLATE BELOW AS SHOWN.
3. 1x0" x14" LONG $F_y = 36$ ksi MIN STEEL CONNECTOR PLATE - TYP.
4. STEEL COLUMN.
5. WELD CONNECTOR PLATE TO STEEL COLUMN - 3 SIDES - TYP.
6. FOR PURLIN (NOT SHOWN FOR CLARITY) TO BEAM CONNECTION, SEE DETAIL 104.
7. PARTIAL JOINT PENETRATION (PERIODIC INSPECTION) - TYP.

NOTE:
1. BRACING AT PURLINS PER DETAIL 105.
2. 1 PURLIN PER PLAN.
3. 2x2" x 16 GAGE ANGLE CROSS BRACING WITH 4 #12 SCREWS TO BOTTOM OF LAST PURLIN AND 2 #12 SCREWS AT EVERY PURLIN.
4. BRACE OPTIONS:
5. STEEL COLUMN PER PLAN BELOW.

NOTE:
A. SEE PLAN FOR LOCATION OF CROSS BRACING. IF CROSS BRACING IS ONLY SHOWN ON ONE SIDE OF COLUMN, LOCATE IT ON LOW SIDE OF BEAM.
B. COPE VERTICAL FLANGE OF CROSS BRACE ANGLE AS RECOMMENDED BY BEAM.
C. TRIM BRACE AS REQUIRED WHERE SPANS ARE SHORTER THAN MAXIMUM SHOWN ON PLANS.

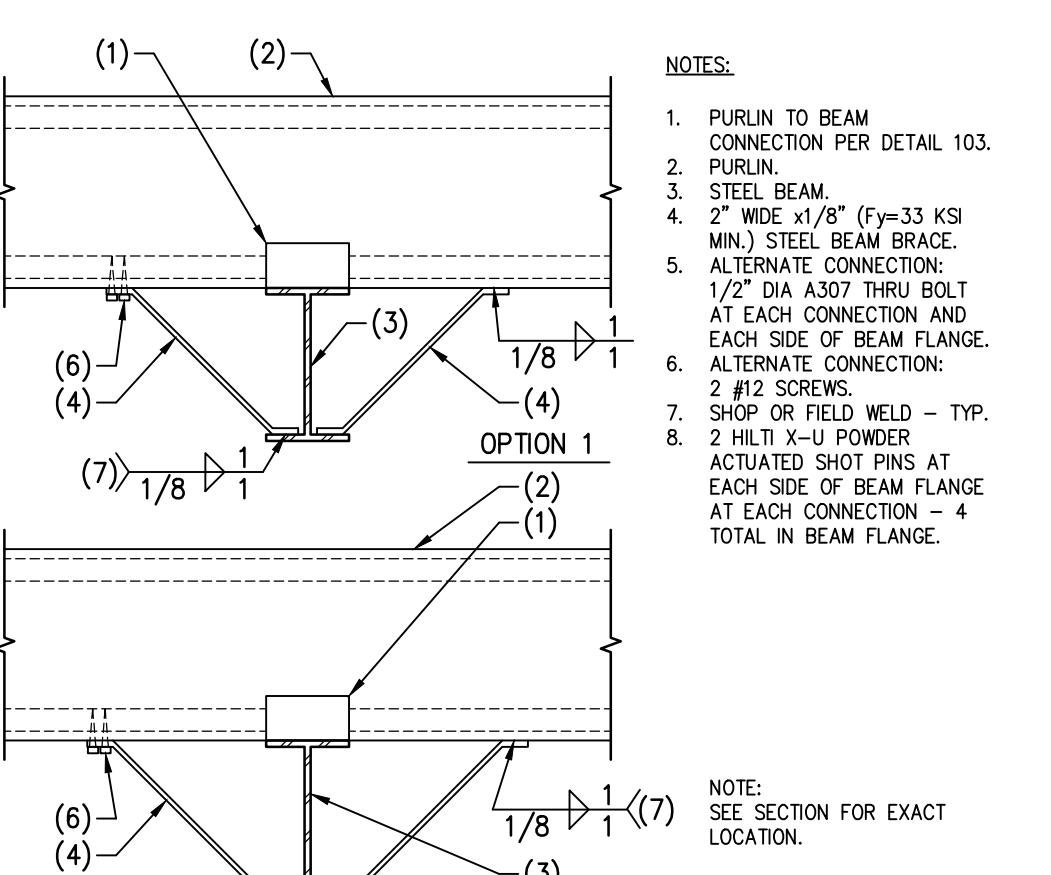
109 PLAN - ANGLE CROSS BRACING

24-0464 NO SCALE



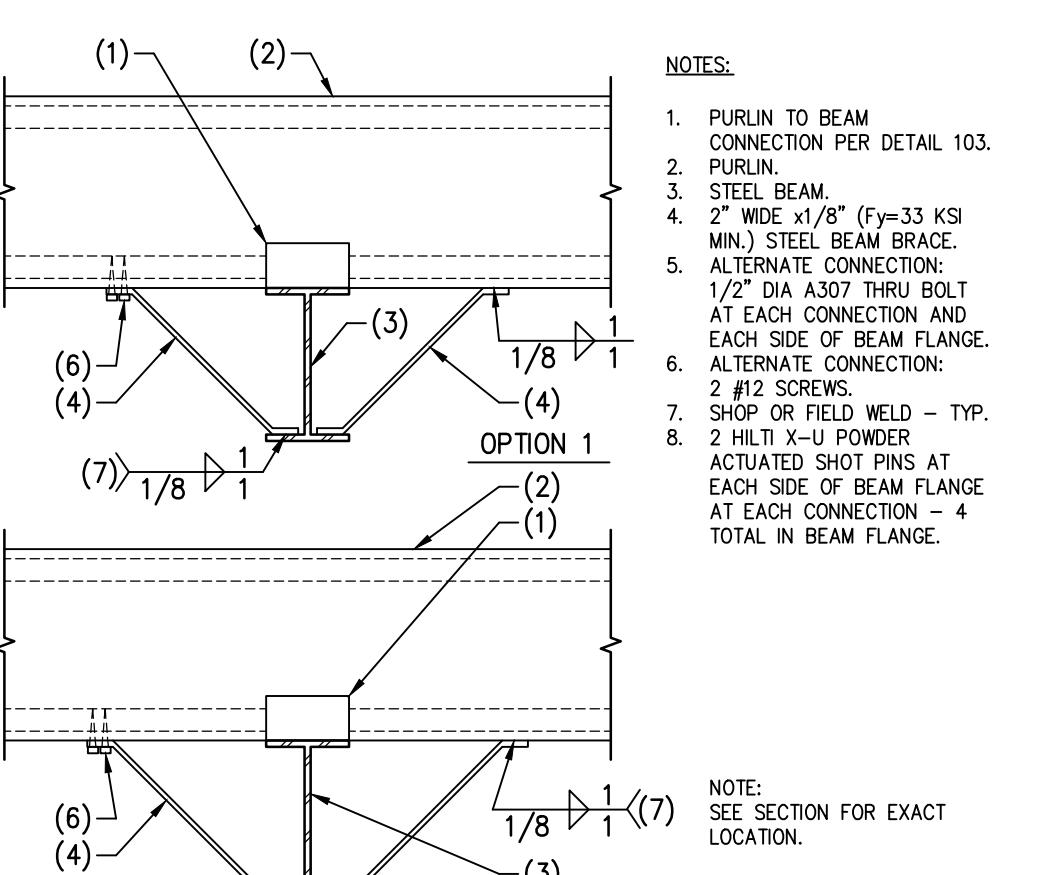
105 STEEL BRACING AT PURLINS

24-0464 NO SCALE



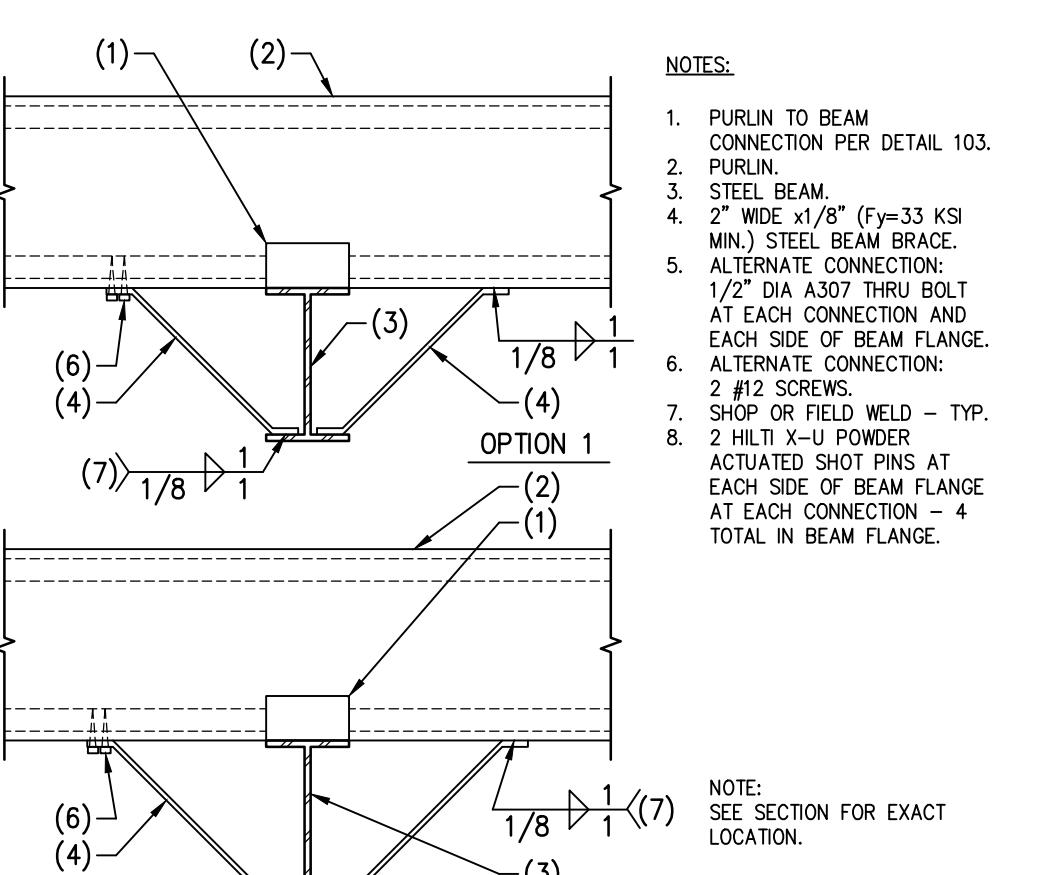
102 END CAP AT PURLIN

24-0464 NO SCALE



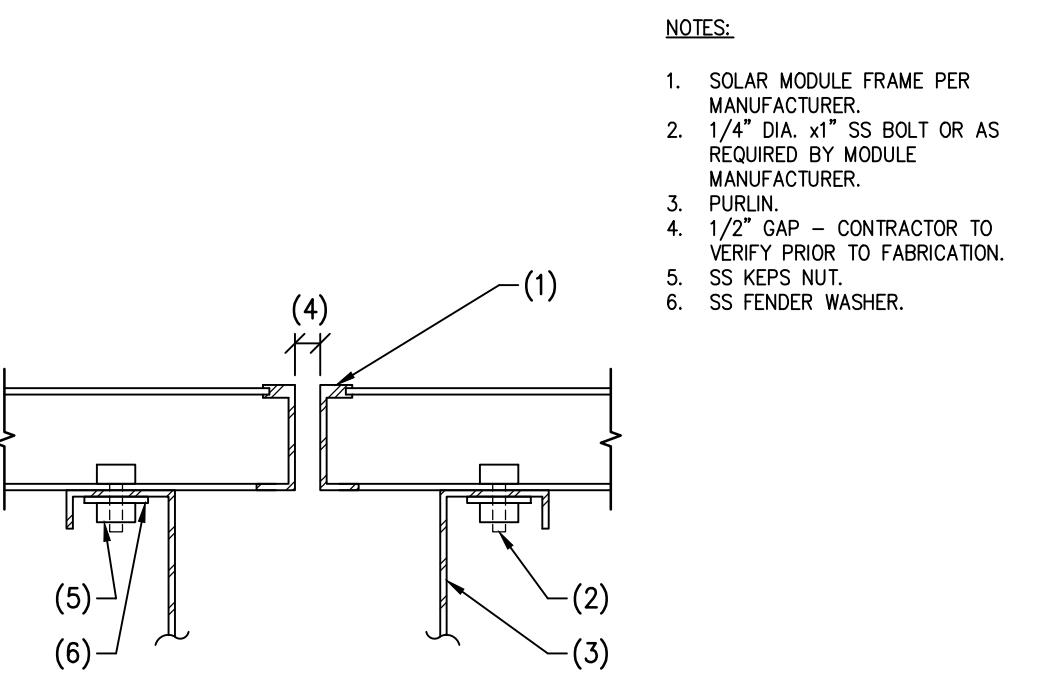
106 STEEL BEAM BRACE

24-0464 NO SCALE



107 OPTIONAL ALLOWABLE HOLES IN PURLIN

24-0464 NO SCALE



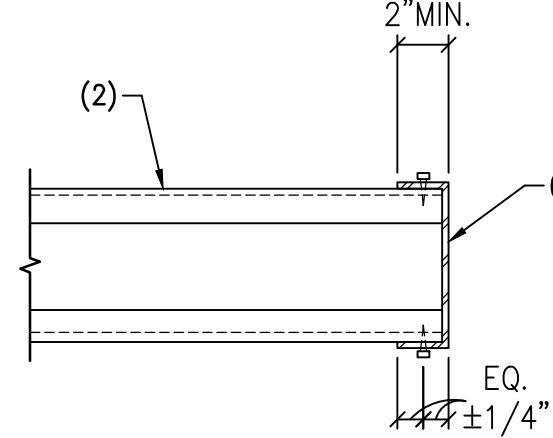
NOTES:

1. SOLAR MODULE FRAME PER MANUFACTURER.
2. 1/4" DIA SS BOLT OR AS REQUIRED BY MODULE MANUFACTURER.
3. PURLIN.
4. 1/4" GAP CONTRACTOR TO VERIFY PRIOR TO FABRICATION.
5. SS KEPS NUT.
6. SS FENDER WASHER.

NOTE:
CONFIRM MODULE MANUFACTURER REQUIREMENTS PRIOR TO ORDERING BOLTS, WASHERS, AND NUTS. MODULE MANUFACTURER REQUIREMENTS SHALL SUPERSEDE THE REQUIREMENTS IN THIS DETAIL.

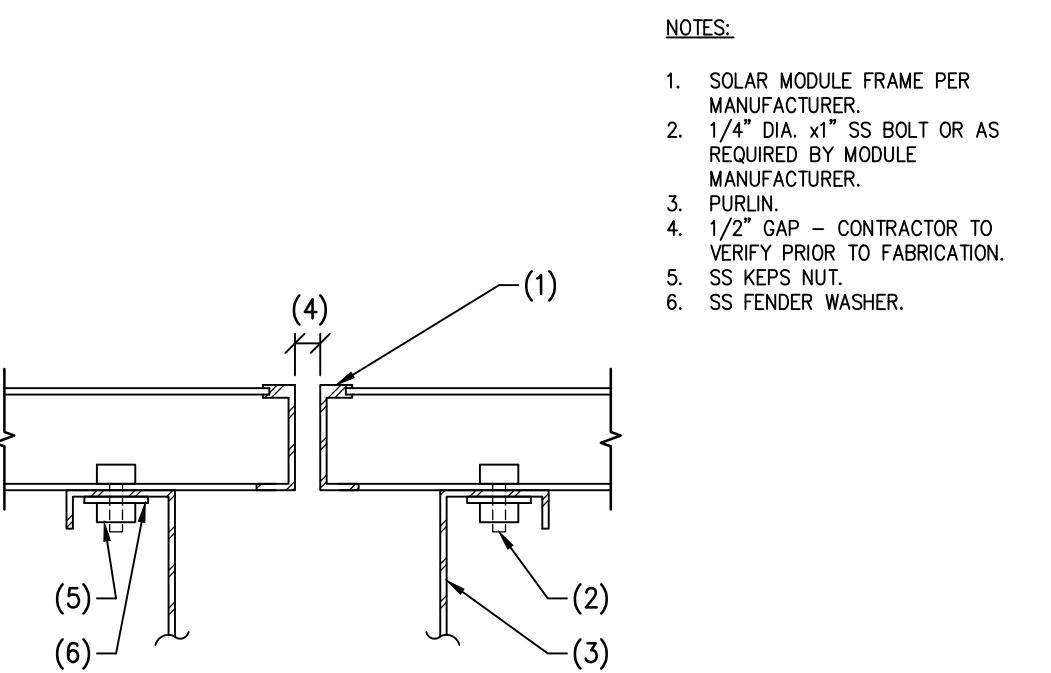
1. CONTINUOUS END CAP TRIM - 16 GAGE MINIMUM; ATTACH TO PURLIN WITH #12x3/4" SCREWS AT TOP AND BOTTOM FLANGE.
2. PURLIN.

NOTES:
1. CONTINUOUS END CAP TRIM - 16 GAGE MINIMUM; ATTACH TO PURLIN WITH #12x3/4" SCREWS AT TOP AND BOTTOM FLANGE.
2. PURLIN.



101 PURLIN

24-0464 NO SCALE



NOTES:

1. STEEL BEAM.
2. 3/8" STEEL STIFFENER PLATE TO LINE UP WITH STEEL CONNECTOR PLATE BELOW AS SHOWN.
3. 1x0" x14" LONG $F_y = 36$ ksi MIN STEEL CONNECTOR PLATE - TYP.
4. STEEL COLUMN.
5. WELD CONNECTOR PLATE TO STEEL COLUMN - 3 SIDES - TYP.
6. FOR PURLIN (NOT SHOWN FOR CLARITY) TO BEAM CONNECTION, SEE DETAIL 104.
7. PARTIAL JOINT PENETRATION (PERIODIC INSPECTION) - TYP.

NOTE:
1. SEE PLAN FOR LOCATION OF CROSS BRACING. IF CROSS BRACING IS ONLY SHOWN ON ONE SIDE OF COLUMN, LOCATE IT ON LOW SIDE OF BEAM.
B. COPE VERTICAL FLANGE OF CROSS BRACE ANGLE AS RECOMMENDED BY BEAM.
C. TRIM BRACE AS REQUIRED WHERE SPANS ARE SHORTER THAN MAXIMUM SHOWN ON PLANS.

NOTE:
A. SEE PLAN FOR LOCATION OF CROSS BRACING. IF CROSS BRACING IS ONLY SHOWN ON ONE SIDE OF COLUMN, LOCATE IT ON LOW SIDE OF BEAM.
B. COPE VERTICAL FLANGE OF CROSS BRACE ANGLE AS RECOMMENDED BY BEAM.
C. TRIM BRACE AS REQUIRED WHERE SPANS ARE SHORTER THAN MAXIMUM SHOWN ON PLANS.

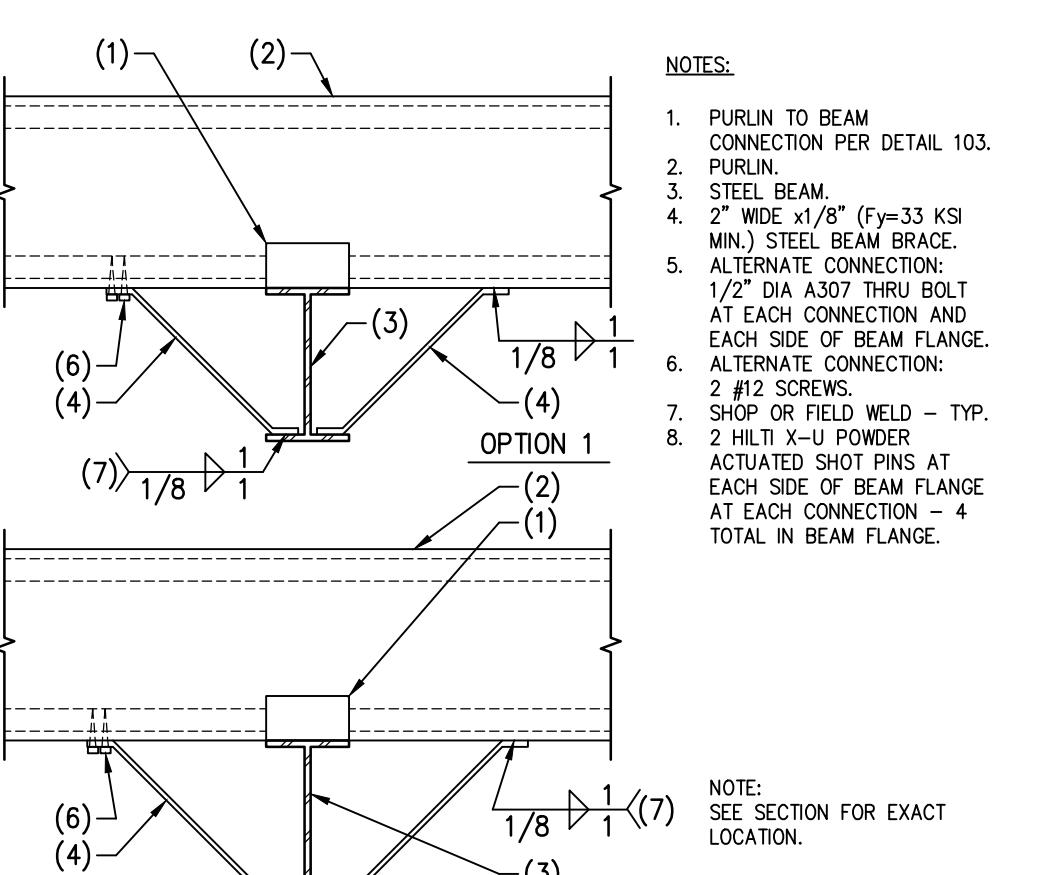
109 PLAN - ANGLE CROSS BRACING

24-0464 NO SCALE



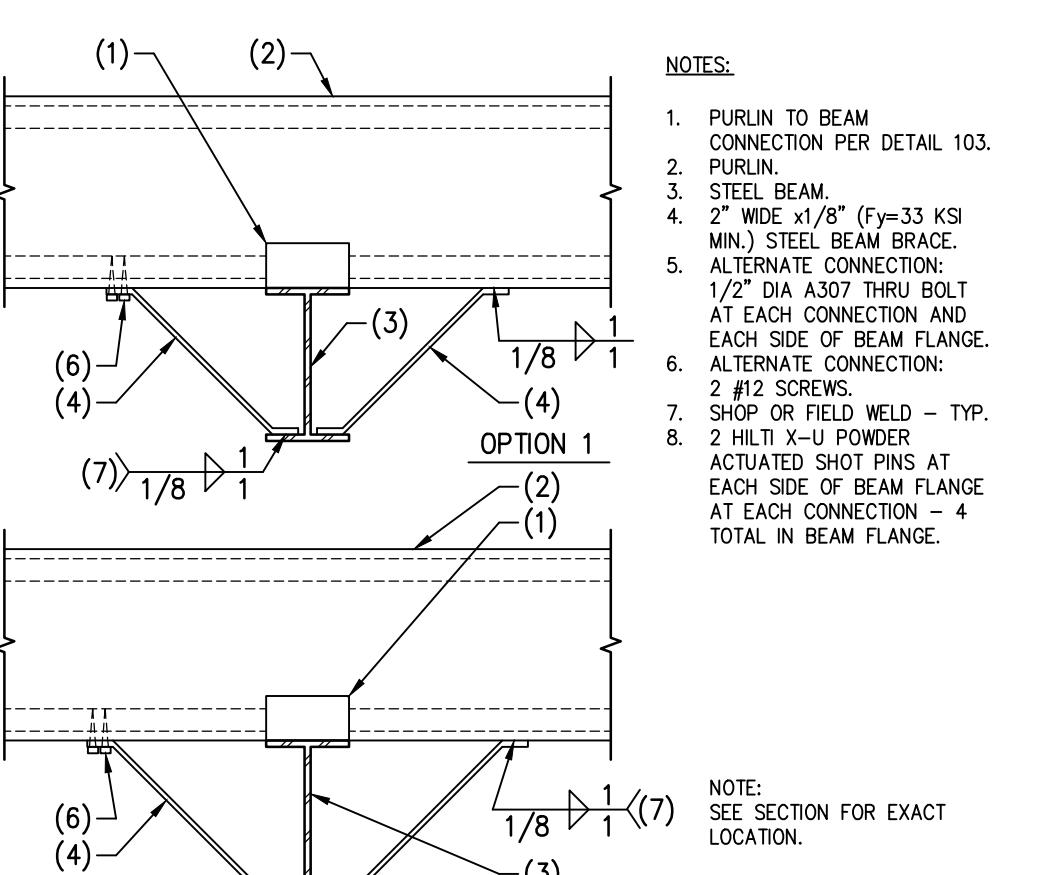
105 STEEL BRACING AT PURLINS

24-0464 NO SCALE



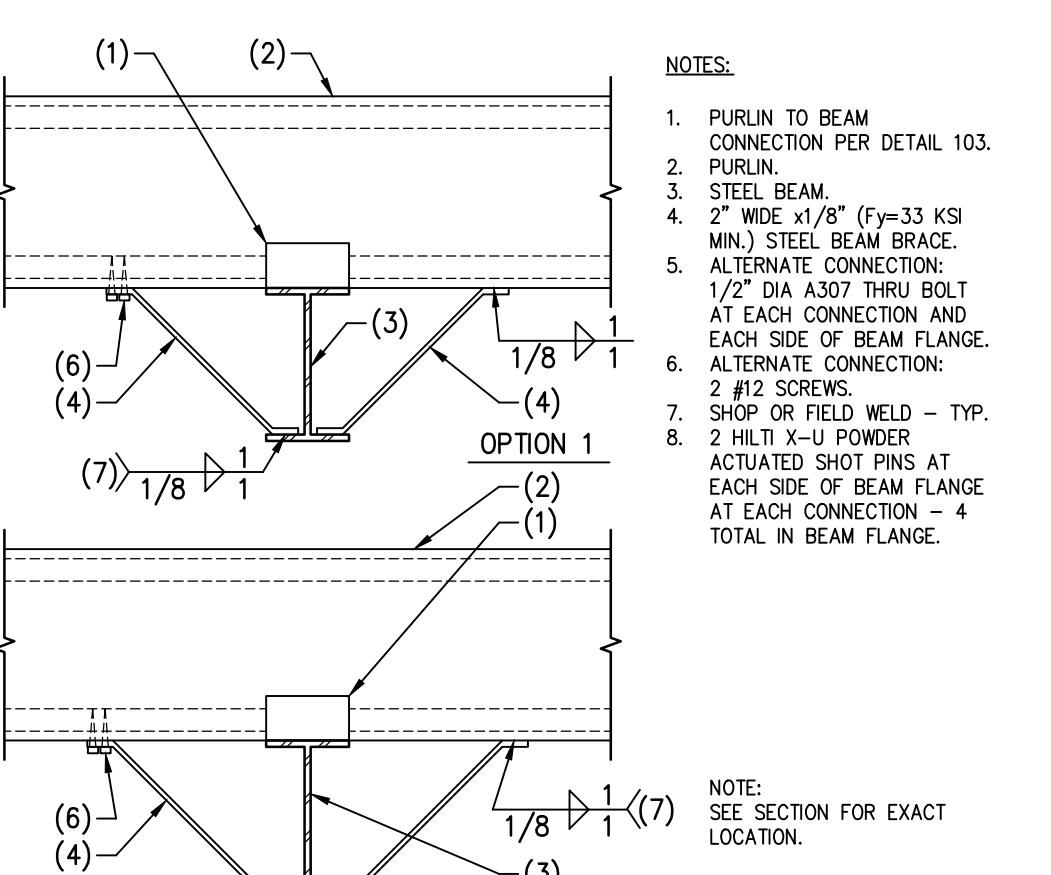
102 END CAP AT PURLIN

24-0464 NO SCALE



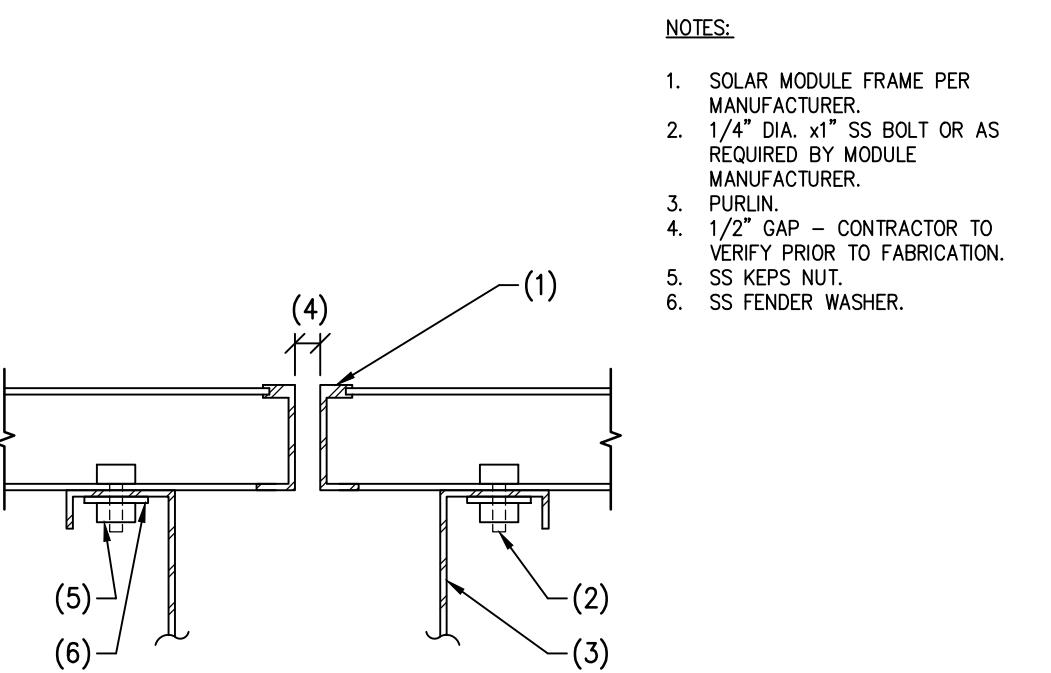
106 STEEL BEAM BRACE

24-0464 NO SCALE



107 OPTIONAL ALLOWABLE HOLES IN PURLIN

24-0464 NO SCALE



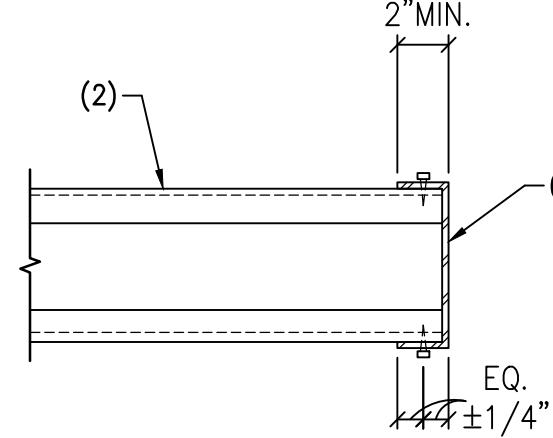
NOTES:

1. SOLAR MODULE FRAME PER MANUFACTURER.
2. 1/4" DIA SS BOLT OR AS REQUIRED BY MODULE MANUFACTURER.
3. PURLIN.
4. 1/4" GAP CONTRACTOR TO VERIFY PRIOR TO FABRICATION.
5. SS KEPS NUT.
6. SS FENDER WASHER.

NOTE:
CONFIRM MODULE MANUFACTURER REQUIREMENTS PRIOR TO ORDERING BOLTS, WASHERS, AND NUTS. MODULE MANUFACTURER REQUIREMENTS SHALL SUPERSEDE THE REQUIREMENTS IN THIS DETAIL.

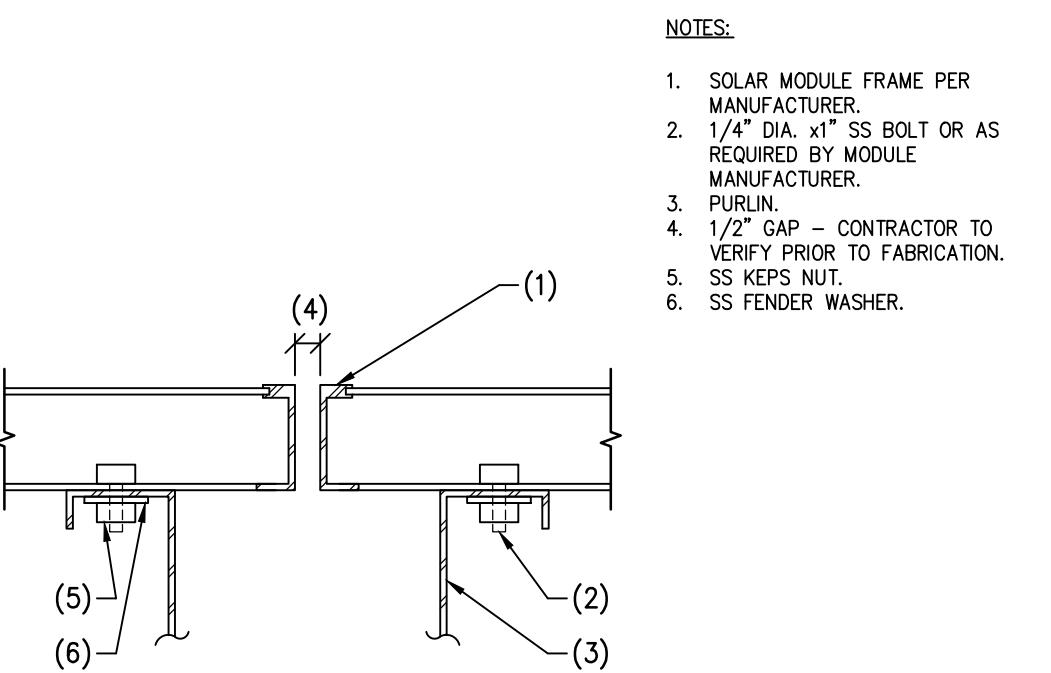
1. CONTINUOUS END CAP TRIM - 16 GAGE MINIMUM; ATTACH TO PURLIN WITH #12x3/4" SCREWS AT TOP AND BOTTOM FLANGE.
2. PURLIN.

NOTES:
1. CONTINUOUS END CAP TRIM - 16 GAGE MINIMUM; ATTACH TO PURLIN WITH #12x3/4" SCREWS AT TOP AND BOTTOM FLANGE.
2. PURLIN.



101 PURLIN

24-0464 NO SCALE



NOTES:

1. STEEL BEAM.
2. 3/8" STEEL STIFFENER PLATE TO LINE UP WITH STEEL CONNECTOR PLATE BELOW AS SHOWN.
3. 1x0" x14" LONG $F_y = 36$ ksi MIN STEEL CONNECTOR PLATE - TYP

Cottonwood Springs RV, LLC
Michael E.J. Mongini
302 N. Verde St.
Flagstaff, AZ 86001
928-699-4381

5-2-24

City of Cottonwood
Community Development
111 N. Main Street
Cottonwood, AZ 86326

Re: Yavapai County Assessor Parcel No: 406-08-002R
Solar Canopy Letter of Intent
Design Review, Reference 24-0192
Cottonwood Springs RV, LLC

Dear Sirs:

Cottonwood Springs RV, LLC is filing for a Design Review of its installation of a Solar Canopy to be constructed above an RV storage facility located on Yavapai County Assessor Parcel No: 406-08-002R, in Cottonwood, Arizona. Said Assessor Parcel Number consists of 149.02 acres. The specific parcel being developed consists of approximately 3.5 acres. The Parcel is zoned 1-2 Industrial Zone, with a permitted use of outdoor storage. Cottonwood Springs RV, LLC is the owner of the RV Storage Facility and solar canopy to be installed on the parcel. The City of Cottonwood has a long-term lease with Cottonwood Springs RV, LLC to lease the parcel for its use as an RV storage facility. Any drainage north and south will drain on the west half or the east half. The drainage report does not show off site drainage. When completed, the drainage channel will be on the north side consistent with the current drainage channel running to Mingus Avenue, along the north side of the airport.

The property is a relatively flat parcel as per our attached grading plan and will be used as an RV storage facility with a solar canopy. This Solar Canopy and RV storage is part of a 500 unit RV Park, and a long-term 150 RV storage area at this current location. This is Phase 2A of the development. The solar canopy will provide electricity for already completed 200 RV sites. The RV storage, under the Solar Canopy, will park an estimate of 99 RVs, dependent on the size of the units. Administration of the RV storage is currently at same office as RV Park. They park outside of the storage area until office manager gives them access code and assigns the storage space.

There will also be outdoor RV storage, not under the canopy, on this Parcel. Once constructed, the RV storage area will be surrounded by a 6 foot chain link fence. We also plan to plant 1 Afghan trees and 3 shrubs every 30 feet of the sidewalk. Cottonwood Springs RV, LLC is also proposing that an electric gate be installed to control access to Yavapai Assessor Parcel No. 406-08-003, and that the current asphalt roadway from the electric gate to Parcel 406-08-003, shall be a private driveway, and as such, shall be maintained by Cottonwood Springs RV, LLC, and not the City of Cottonwood. At a later date, using this private gated driveway, outdoor RV storage will be expanded to Parcel 406-08-003, which is owned by GM Fratelli, LLC.

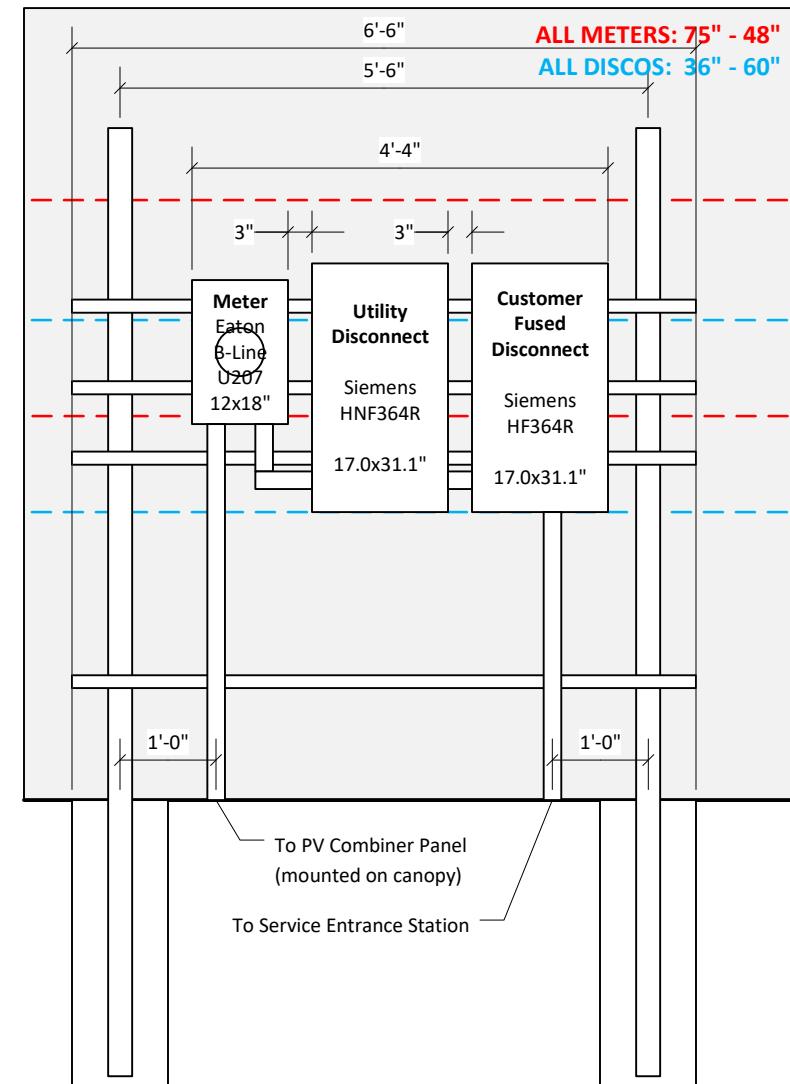
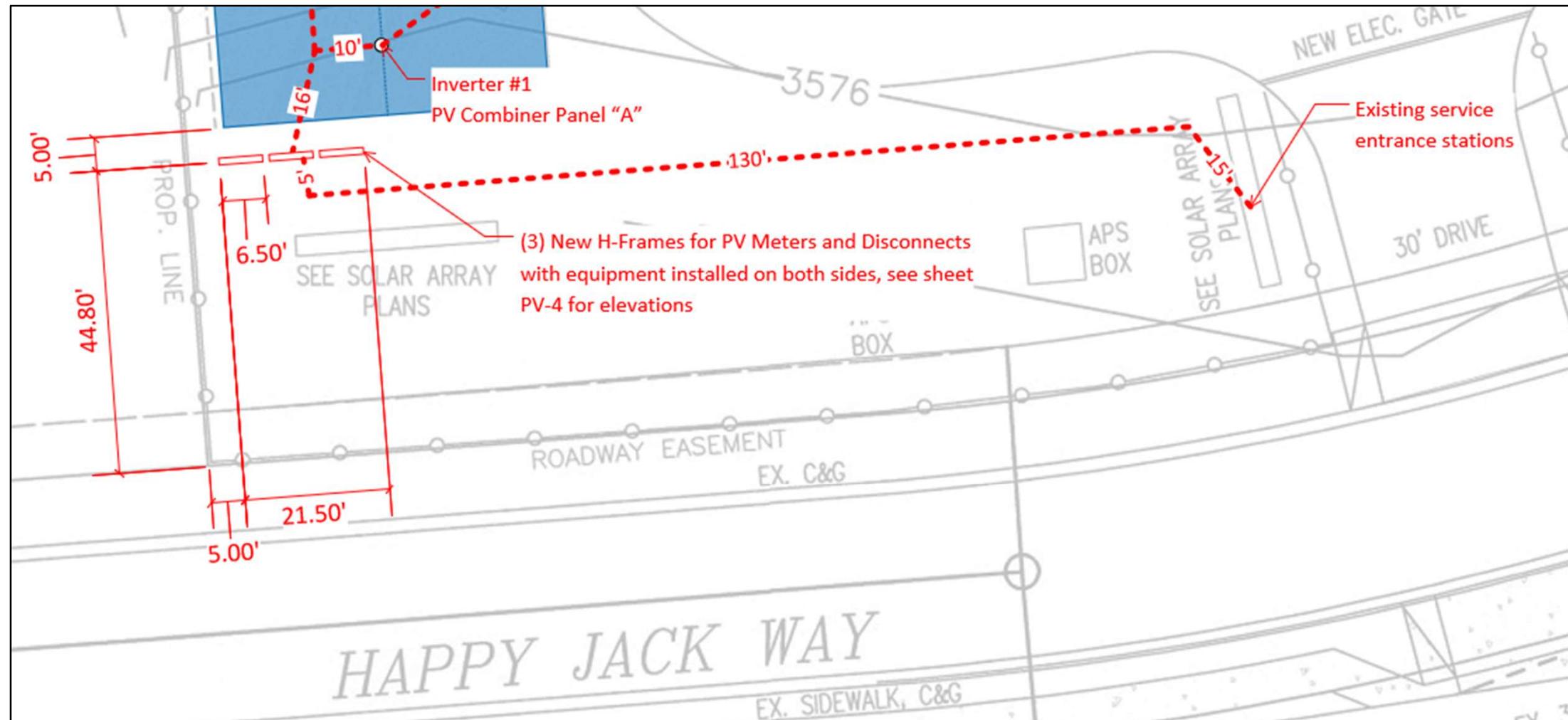
To our knowledge, there are no significant historic or topographic features, any other conditions or deed restrictions, or other code exceptions.

Regarding the Preliminary Plan, all items are listed on the plans. There are no plans for standing light poles or any other site lighting except for minimal lighting under the canopy, the number of parking spaces for RV storage will vary in relation to the size of the units being stored. There are no existing or proposed easements. There will be no entry or monument signage, except for directional signage on the entry gate. There are no detention areas. There will be use of one inch rock covering the entire site to prevent storm water flow (See the drainage plan). There are also no topographic features such as washes, see the drainage plan. Regarding landscaping, there will be existing dry landscaping consistent with Happy Jack Way. Type of construction and location of doors and windows is not applicable. For the type of exterior building materials, please refer to the photos attached to this Code Review application.

Sincerely,



Mike Mongini
on behalf of Cottonwood Springs RV, LLC



NOTE: Typical of (3) structures placed side-by-side.

NOTE: Equipment to be duplicated on back side of each structure.

NOTE: H-Frame to be built according to APS ESRM 306.0

REV	DESCRIPTION	DATE	BY
A	Ready for construction	5/1/2024	JM
--	--	--	--

PROJECT NAME
ADDRESS
CLIENT
CONTACT INFO

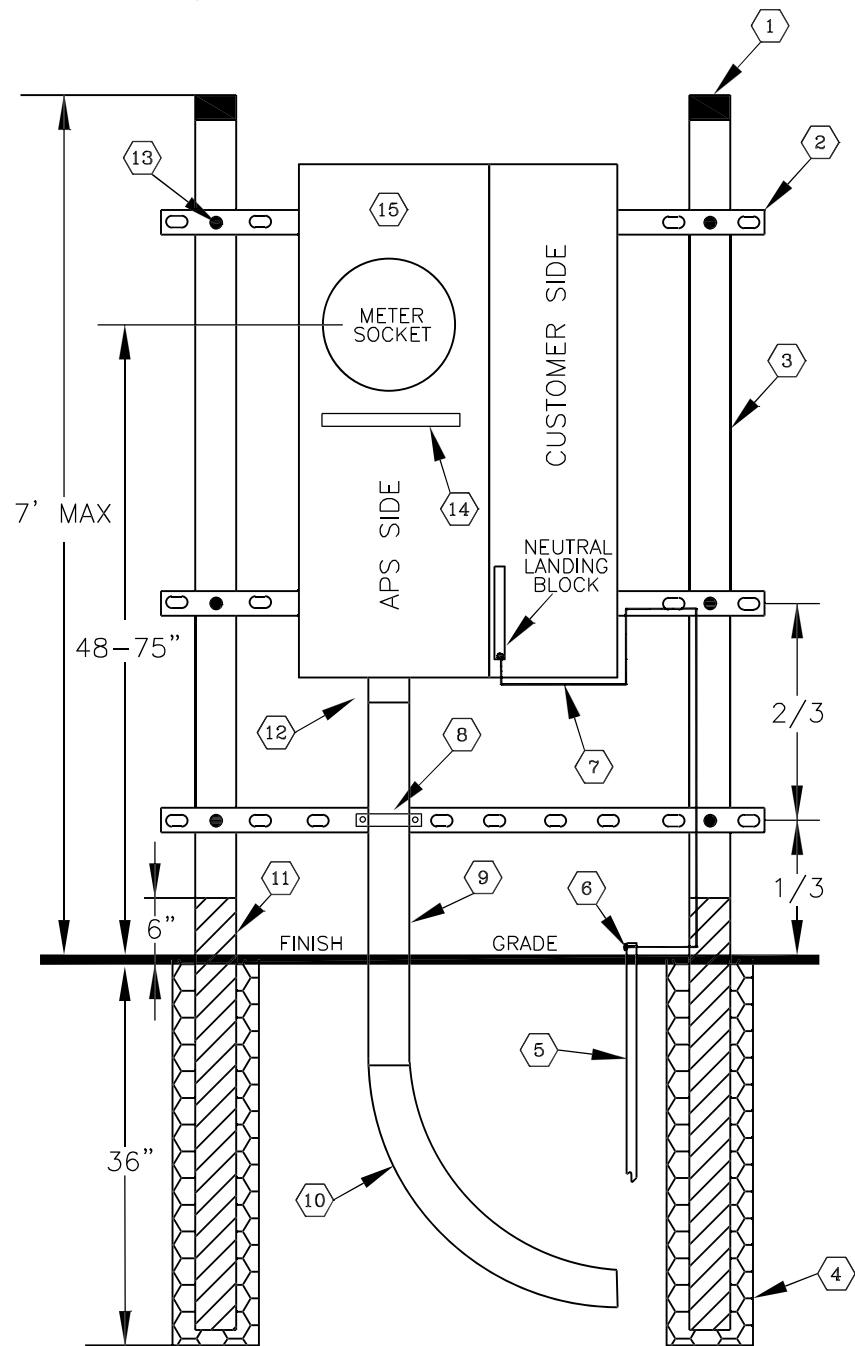
Cottonwood Springs RV (Commercial) - CAZ
420 Happy Jack Way, Cottonwood, AZ 86326
Mike Mongini
(928) 699-4381 | mmongini@gustlaw.com

Cottonwood Springs RV Storage
824.85kW-DC / 720kW-AC Photovoltaic System
(1410) 585W QCELLS Modules / (12) 60kW CPS Inverters

DRAWN BY
Josh Morse
josh@rooftopsolar.us
(928) 224-9096



306.0 TYPICAL STAND ALONE SERVICE ENTRANCE SUPPORTS FOR SERVICE EQUIPMENT
(UNDERGROUND ONLY)



- ① ALL STEEL POSTS MUST BE CAPPED.
- ② STEEL UNISTRUT SUPPORTS.
- ③ THREE INCH DIAMETER RIGID GALVANIZED STEEL POSTS MINIMUM. (MAXIMUM LENGTH=10') THERE SHALL BE NO WELDS OR COUPLINGS IN STEEL POSTS.
- ④ POSTS SHALL BE PLACED IN THE CENTER OF A 12" MINIMUM DIAMETER CONCRETE FOOTING. THE FOOTING SHALL BE A MINIMUM OF 36" IN THE GROUND & EXTEND A MINIMUM OF 4" ABOVE GROUND LEVEL, & HAVE A 1/2" SLOPE AWAY FROM THE POST TO ALLOW FOR DRAINAGE.

306.0 TYPICAL STAND ALONE SERVICE ENTRANCE SUPPORTS FOR SERVICE EQUIPMENT

- ⑤ 5/8"X8' GROUND ROD SHALL BE POSITIONED IN A PLACE WHERE IT DOES NOT POSE A TRIPPING HAZARD TO APS OR THE PUBLIC. THERE SHALL BE A MAINTAINED 3'x3' CLEAR FLAT SAFE WORKING SPACE IN FRONT OF METERING EQUIPMENT.
- ⑥ ACORN CLAMP REQUIRED AT CONNECTION. GROUNDING SHALL BE PROVIDED BY THE CUSTOMER IN COMPLIANCE WITH N.E.C. AND ARIZONA PUBLIC SERVICE. MADE ELECTRODES SHALL HAVE A RESISTANCE-TO-GROUND OF NOT MORE THAN 25 OHMS.
- ⑦ GROUND WIRE SHALL BE A MINIMUM SIZE OF #4 SOLID COPPER.
- ⑧ RISERS SHALL BE SECURELY FASTENED TO UNISTRUT BY AT LEAST ONE STRAP AND THE SERVICE EQUIPMENT ENCLOSURE. THE STRAP SHALL BE LOCATED 1/3 THE DISTANCE UP FROM FINISH GRADE BETWEEN THE RISER ENTRANCE TO THE SERVICE EQUIPMENT AND FINISHED GRADE.
- ⑨ UNDERGROUND RISERS SHALL BE RIDGED STEEL OR SCHEDULE 80 PVC AND NOT HAVE ANY PVC COUPLINGS ABOVE GRADE EXCEPT FOR THE CONNECTION AT THE PANEL., THREADED RIGID STEEL RISER SHALL NOT BE CUT WITH A TORCH, WELDED, BRAZED, OR CONTAIN ANY COMPRESSION COUPLINGS. ONLY TRUE ROUND CROSS-SECTION RISERS WILL BE ACCEPTABLE. RISERS SHALL BE PLUMB WITH NO KICKS OR BENDS.
- ⑩ RIGID STEEL RISER OR SCHEDULE 40, 24 INCH RADIUS ELBOW ARE ACCEPTABLE. IF ELBOW IS STEEL THE PORTION OF THE STEEL RISER BELOW GRADE, UP TO A MINIMUM OF 6" ABOVE GRADE, SHALL BE HALF-LAPPED WITH 20 MIL. TAPE SUITABLE FOR IT'S USE, TO A TOTAL THICKNESS OF 40 MIL. THE TAPE SHALL BE LABELED TO INCLUDE THE THICKNESS (20 MIL.) AND THE MANUFACTURER'S NAME OR FACTORY COATED. IF RISER IS FACTORY COATED, IT SHALL HAVE A U.L. LABEL. THE COUPLER CONNECTING THE PVC CONDUIT SYSTEM TO THE STEEL ELBOW SHALL ALSO BE TAPE.
- ⑪ ALL STEEL POSTS USED FOR PANEL SUPPORTS MUST BE HALF-LAPPED WITH 20 MIL. TAPE SUITABLE FOR IT'S USE, TO A TOTAL THICKNESS OF 40 MIL. UP TO A MINIMUM OF 6" ABOVE GRADE. THE TAPE SHALL BE LABELED TO INCLUDE THE THICKNESS (20 MIL.) AND THE MANUFACTURER'S NAME
- ⑫ FACTORY BOLT-ON HUB IS PREFERRED. ALL RISER KNOCK OUTS SHALL BE REMOVED BEFORE ANY RISER ATTACHMENT IS MADE. REDUCER WASHERS SHALL BE INSTALLED ON THE INSIDE AND OUTSIDE OF THE SECTION WHENEVER A SELF-BONDING HUB IS NOT USED. SCHEDULE 80 PVC CONDUIT RISERS SHALL BE SECURED TO THE PULL SECTION USING A THREADED MALE SLIP-SLEEVE CONNECTOR AND A STEEL LOCK NUT. STEEL CONDUIT RISERS SHALL BE SECURED TO THE PULL SECTION USING A RISER "HUB" WITH A BONDABLE LOCK NUT/BUSHING, A FACTORY BOLT-ON HUB, OR A SELF-BONDING HUB (MYERS OR EQUIVALENT).
- ⑬ ALL STEEL UNISTRUT SHALL BE ATTACHED TO THE POLE OR POST SECURELY WITH A MINIMUM 1/2" GALVANIZED THROUGH BOLT WITH ONE 1/2" GALVANIZED BACKING AND A LOCK NUT. LAG BOLTS WILL NOT BE ACCEPTED. UNISTRUT MAY BE WELDED TO STEEL POLES. WELDING MUST BE APPROVED BY AN APS INSPECTOR.
- ⑭ RIVETED NON-FERROUS METAL ADDRESS LABEL. SEE 302.1 FOR LABEL REQUIREMENTS
- ⑮ APS APPROVED PANEL.



“Inspiring a Vibrant Community”

VIA APPLICATION PORTAL

March 27, 2024

Jan Blackman
125 E. Elm Avenue
Flagstaff, AZ 86005
jblackman@gustlaw.com

Dear Ms. Blackman:

Thank you for meeting with the Code Review Board on March 12, 2024 regarding the above referenced project. The project as presented is for a covered RV storage lot with solar panels installed on canopies. As mentioned, this project would require Design Review approval by the Planning and Zoning Commission. Please review the Cottonwood Zoning Ordinance procedural codes for Design Review ([Section 304](#)). The following is a process summary:

1. **Design Review submittal:** A Design Review application submittal is required; and the application fee is \$350. The application and fees should be submitted five to six weeks prior to a Planning and Zoning hearing. The Planning and Zoning Commission meets at 6 PM on the third Monday of each month.
2. **Site Improvement Permits:** Permits may not be issued nor any site work commenced until 15 days after Commission approval. Permit applications may be submitted prior on an “at-risk” basis, subject to advance written request and Staff approval.
3. **Certificate of Occupancy:** Issuance of a Certificate of Occupancy is required prior to use. All requirements stipulated as part of the Design Review process must be addressed before the Certificate of Occupancy will be issued.

DEPARTMENT COMMENTS REGARDING SUBMITTAL

These comments are only for the project as presented at Code Review. Any additional work may require additional reviews and approvals. Staff reserves the right to amend the CRB Comment Letter as new information is provided. Contact staff before starting any work that was not part of this review.

Community Development/Planning – Tina Hayden, khayden@cottonwoodaz.gov
(928) 634-5505 x3320

1. The proposed RV storage lot is a permitted use in the I-2 (Heavy Industrial) zone and is subject to Design Review approval. The installation of solar panels on the canopies is a permitted accessory use to the primary RV storage use.
2. The project is proposed to be developed on City of Cottonwood Airport Lease land and is subject to Section 106 and the Arizona Antiquities Act (AAA).

At the time of the March 12, 2024 Code Review Board meeting, the applicant representative attending the meeting indicated that this site is exempt from Section 106 or AAA requirements. Documentation supporting the exemption is required prior to the allowance of any additional grading or excavation of the site. If this documentation is not provided, then the developer is required to have an archaeological survey of the project area conducted; or provide proof that a survey has been conducted within the last 10 years, and no further survey is required.

Any archaeological or paleontological findings on site will trigger additional permitting requirements, and the presence of an archaeologist will be required during grading activities.

3. Per [Section 404](#).J.4 of the Zoning Ordinance, the 6-foot tall fence proposed to be located within the required 20-foot front yard setback is subject to Design Review approval by Planning and Zoning Commission regarding the height in excess of the permitted 4-foot fence height.
4. Per [Section 404](#).L.2, all outdoor storage is required to be enclosed within a 6-foot tall screening wall or fence, of which the materials and design are to be approved by the Planning and Zoning Commission.
5. A separate permit is required for any signs. Please include all details of sign design, including materials and colors. Dark or opaque backgrounds are required on all internally illuminated signs. Refer to [Section 405](#) of the Zoning Ordinance regarding definitions and guidelines for signs.
6. Adhere to [Section 406](#).C.2.d of the Zoning Ordinance regarding surfacing of parking/storage, access ways, and driveways.

7. Per [Section 407](#) of the Zoning Ordinance, a 10-foot landscape yard is required along the property frontage adjacent to Happy Jack Way. Landscaping materials are calculated based on the linear length of the property frontage that abuts the right of way. One tree and three shrubs are required for every 30 feet of linear street frontage, and a total of 30 feet may be subtracted from the linear length for the drive access.
8. All exterior lighting shall meet the provisions of the State's Dark Sky Laws as well as the City's Lighting Code, [Section 408](#). Full, cut-off style shielding is required. Please submit a lighting plan with lumen calculations, lighting site plan, and cut sheets on all lighting fixture types.

Fire Department Rick Contreras, rcontreras@cottonwoodaz.gov (928) 634-2741 x2145

PRELIMINARY COMMENTS CRB 24-011

1. As a reminder, all plans and designs shall fully comply with the 2018 International Fire Code {IFC} and the 2018 International Building Code {IBC} and per the Cottonwood Fire Departments Conditions. Please review the comments that are listed below.
2. A full complete set of detailed stamped plans shall be provided to the Cottonwood Fire Department for review and prior approval of all phases before the work is permitted to start.

BUILDING FEATURES

3. The installation of Knox Box will be required to be installed for this project. Verify the exact type and placement location with the Cottonwood Fire Marshal. Provide a copy of the door keys to the Cottonwood Fire Department for placement into the Knox Box.
4. Multiple Fire extinguishers sizes and types are required per NFPA 10, coordinate quantities and placement locations with the Cottonwood Fire Marshal.
5. The installation of Solar shall meet all conditions of the National Electric Code and all adopted Codes and standards.

FIRE HYDRANT AND FIRE FLOW COMMENTS

6. One Fire Hydrant may be required to be installed on this portion of the project. Coordinate the exact placement with the Cottonwood Fire Marshal for direct placement of the Hydrants. This will include all phases of the project, including the storage units located on the Frattelli parcel 406-08-003C and the proposed covered RV storage parcel 406-08-002P. {500' SPACING RULE}
7. All plans, designs and fire flow calculations shall fully comply with the 2018 International Fire Code Appendix B and Chapter 5 of the IFC and per the Cottonwood Fire Departments Conditions.

8. Fire hydrants and all water supply systems shall be installed, inspected, tested and accepted in accordance with all fire code requirements before any building materials and combustibles are allowed to arrive on site.

STREET / ACCESS / FIRE LANE COMMENTS

9. Some adjustments will be need for acceptance of the Fire Lanes
10. Surface shall be designed and maintained to support the imposed loads of all fire apparatus and shall be surfaced so as to provide all weather driving capabilities.
11. All Fire Lane access roads shall be capable of supporting the imposed load of fire apparatus weighing up to 75,000 {GVW}. This will include any drainage or wash crossings.
12. All road widths turn around distance shall meet the requirements in the 2018 International Fire Code Appendix D and the City of Cottonwood conditions.
13. The minimum turning radius for all turns shall be twenty-eight (28) feet inside turning radius and fifty (50) feet outside turning radius. Show turning movements on the plans.
14. Fire lanes shall be provided and shall be a minimum of 20' wide and have a vertical clearance of 13'6". All turn radius shall meet Appendix D of the 2018 IFC.
15. 12"x 8" red retro reflective Fire Lane signs stating "No parking by order of the Fire Marshal" shall be posted at every 75' {where required}
16. The access gates into the property shall install a Knox switch, keypad or other approved Knox device. Testing of the device shall be conducted by the Cottonwood Fire Department.

MAPPING / ADDRESSING COMMENTS

17. All addressing and street names shall be coordinated and approved with the Cottonwood Fire Captain Jeff Boyd. All requirements and conditions shall meet the conditions of Chapter 5 and appendix D of the 2018 IFC. {See address modification}
18. Ten inch addressing shall be installed onto the building, six-inch numbering shall be installed onto the signage at the entrance.

LANDSCAPING PLAN

19. No trees or shrubs shall encroach into any Fire Lanes, especially at the entrance of the site. Also, no landscaping shall encroach the FDC or Fire Hydrants. Please coordinate any future placement of trees and shrubs within these corridors that may obstruct the Fire Lane from working correctly.

GENERAL COMMENTS

20. If there are any questions or comments, please feel free to contact me at 928} 634-2741 or email rcontreras@cottonwoodaz.gov
21. No plan review approval will be provided until all conditions are fully met. These comments are preliminary and final determinations, comments and approvals will be provided upon review of the final sets of plans submitted. All comments and standards shall meet the City of Cottonwood Fire & Medical Department.

Public Works/Engineering – James Bramble, jbramble@cottonwoodaz.gov (928) 340-2770

1. Revise drainage report to reflect the actual surface that was constructed.

Risk Management – Amanda Wilber, awilber@cottonwoodaz.gov (928) 340-2713

1. No comments.

Cottonwood Municipal Airport – Jeffrey S. Tripp, A.A.E. jtripp@cottonwoodaz.gov
928-340-2722

1. The proposed development is adjacent to the Airport. Building height for all structures shall coincide and be constrained by Federal Aviation Regulation (FAR) Part 77. FAA's Notice Criteria Tool (found at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>) determines if FAA Form 7460-1 is required for proposed construction or alteration of structures (permanent or temporary, including cranes) on/in the Airport vicinity, and must be submitted to FAA at least 45 days before construction. FAA considers height, airport proximity, location, frequencies emitted, etc. Ensure that current and future heights of street/recreational lighting and permitted vegetation/trees are evaluated.
2. The Airport requires evidence of FAA Form 7460-1 submittal and final FAA "determination". If FAA determines a hazard exists and/or requires action (i.e., obstruction lights), the Airport needs documentation of the action/correction and completion date, prior to project approval.
3. The Airport requests all purchasers or renters be provided with a copy of the Cottonwood Airport Traffic Area disclosure notice (reasonable similar to **Attachment A**) in all fair disclosure documents and CC&Rs. The Airport supports no-cost, reasonable access to airport/aviation-related disclosures and easement information to prospective residents and to the public.
4. Per **A.R.S. § 28-8486 Territory in the Vicinity of a Public Airport**, the Public Airport Disclosure Map (**Attachment B**) notifies owners and potential purchasers of property that is

located in the vicinity of a public airport and hospital heliport. The proposed development is located near the flight patterns for the runway and the Verde Valley Regional Medical Center heliport. Residents/occupants will experience aircraft and helicopter overflight noise.

5. A Surface and Overhead Aviation Easement (**Attachment C**) is required and must be recorded by the Yavapai County Recorder's Office before the building permit is issued by the City. Any future owners shall be provided a copy of the recorded "Surface and Overhead Aviation Easement".
6. Airport staff reserves the right to append CRB comments or provide more specific information about requirements, conditions, applicable regulatory/safety processes, etc., as the project evolves.

Utilities – Russell Freye, P.E. rfreye@cottonwoodaz.gov (928) 634-0186

1. No comments.

Utilities Backflow Prevention – Doreen Flansburg, dflansburg@cottonwoodaz.gov (928) 634-0186 x 3308

1. No comments.

Police Department – Gareth Braxton-Johnson, gjohnson@cottonwoodaz.gov (928) 634-4246 x 2255

1. No comments.

Building Department – Cody Blazer, cblazer@cottonwoodaz.gov (928) 634-5505 x3368

1. Installation shall comply with the 2017 NEC.
2. Electrical engineer and structural engineer are required.
3. Ensure that inverters are properly protected from impact.

Yavapai County Community Health Services – Robert Mumper, robert.mumper@yavapaiaz.us (928) 634-6891

1. No comments.

Housing Manager – Shannon Boone, sboone@cottonwoodaz.gov (928) 203-5126

1. No comments.

NOTE: Changes to project proposals following approval which have been incorporated into permit submittal must be highlighted in writing and attached to the building permit, or they will not be considered approved.

Please reach out if you have any questions.

Sincerely,



Tina Hayden
Community Development Planner

Attachment A

DISCLOSURE OF THE COTTONWOOD AIRPORT TRAFFIC AREA

The City of Cottonwood (“City”) seeks to provide prospective buyers or renters of property near the Cottonwood Municipal Airport (“Airport”) with notice and information regarding the potential to experience airport noise within the Cottonwood Municipal Airport Traffic Area (“ATA”). In addition, the Airport currently provides recommended noise abatement procedures to all pilots. These procedures are posted at the airport; in various FAA and other aviation-related publications; and are broadcast on the Airport’s Automated Weather Observation System in an attempt to decrease the amount and impact of airport noise on surrounding residential areas whenever possible. The City is sensitive to aeronautical noise over residential areas; however, noise is an inevitable effect of operating a public airport, and cannot be fully eliminated.

In accordance with Arizona Revised Statutes Sections 28-8485 and 28-8486, the City is recording this Notice and the attached Municipal Airport Traffic Area and Noise Contour Maps in the Official Records of Yavapai County, and has also submitted them to the AZ Department of Real Estate for posting on its website.

Prospective buyers and/or renters of property within the Cottonwood Municipal Airport Traffic Area are hereby advised that:

- (a) Cottonwood Municipal Airport is located approximately 1.3 miles southwest of the center of the City of Cottonwood. The Airport is generally located between Route 89A to the north, Mesquite Drive to the south, Willard Street to the east, and Mingus Avenue to the west. The Cottonwood Municipal Airport Traffic Area map indicates the estimated current noise levels, in decibels, of certain areas of the Traffic Area.
- (b) The Airport is operated as a general aviation airport for City of Cottonwood and is used mostly for single engine and twin-engine airplanes, corporate jets, helicopters, unscheduled service of turboprop and jet aircraft, helicopter medical evacuation, and charter services that use both helicopters and fixed wing aircraft of various sizes.
- (c) Aircraft leaving or approaching the Airport may fly over nearby residential areas at varying altitudes depending on meteorological conditions, aircraft type, aircraft performance, and pilot proficiency.
- (d) The Airport encourages aviators to follow the published noise abatement procedures, which may change from time to time. However, the Airport is open 24 hours / 7 days per week per Federal Aviation Administration requirements which means takeoffs and landings may occur at any hour.
- (e) The average number of takeoffs and landings at the Airport in calendar year 2023 was approximately 50,000 per year. However, that number varies, and has steadily increased in correlation with the population growth of the City of Cottonwood and surrounding Verde Valley and flight training activity.

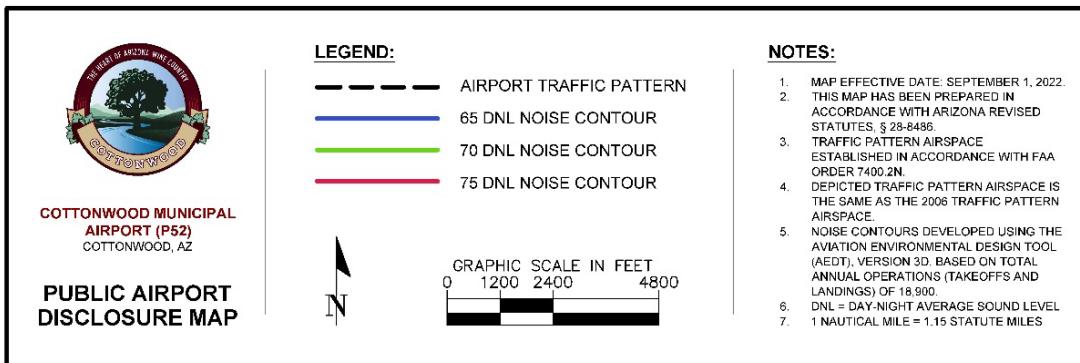
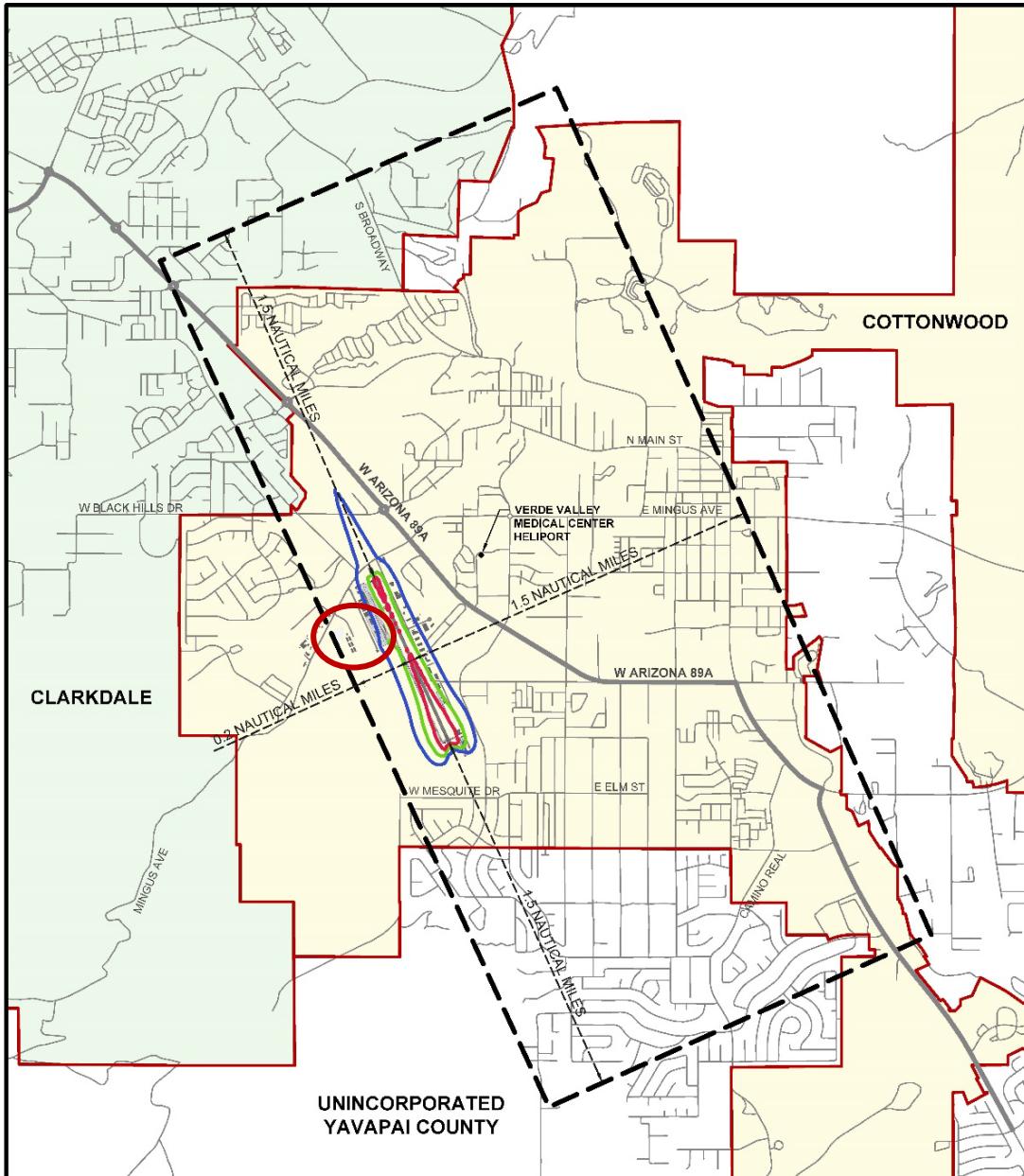
(f) Flights over properties within the ATA may generate noise. The volume, pitch, amount, and frequency of such noise varies depending the altitudes at which the aircraft fly, wind direction and other meteorological conditions, and the number or type of aircraft.

(g) The Airport has, and will continue to implement noise abatement procedures. These procedures include informing aviators of the procedures that may help reduce or minimize aircraft noise within the ATA. These noise abatement procedures are published in various FAA and other aviation publications, and they are also on the Airport's website.

The Arizona Department of Real Estate – <https://azre.gov/public-airports>

Attachment B

PUBLIC AIRPORT DISCLOSURE MAP



Attachment C

SURFACE AND OVERHEAD AVIGATION EASEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between _____, ("Grantor"), and the CITY OF COTTONWOOD, a municipal corporation of the State of Arizona. ("Grantee").

WHEREAS, Grantor is the owner of certain real property in Yavapai County, Arizona, more particularly described as parcel(s) _____ on Exhibit A, attached hereto and by this reference incorporated herein ("the Property").

NOW, THEREFORE, the Grantor, for themselves, their heirs, administrators, executors, successors and assigns do hereby grant the following appurtenant rights and benefits to the (Cottonwood Municipal Airport) hereinafter called the "Grantee" for the use and benefit of the public.

The appurtenant rights and benefits include the uses, rights and restrictions described as follows:

The unobstructed use and passage of all types of aircraft in and through the airspace at any height or altitude above the surface of the land.

The right of said aircraft to cause noise, vibrations, fumes, deposits of dust, fuel particles (incidental to the normal operation of aircraft); fear, interference with sleep or communication, and any other effects associated with the normal operation of aircraft taking off, landing or operating in the vicinity of Cottonwood Municipal Airport.

As used herein, the term "aircraft" shall mean any and all types of aircraft, whether now in existence or hereafter manufactured and developed, to include jet, propeller-driven, civil, military or commercial aircraft; helicopters, regardless of existing or future noise levels, for the purpose of transporting persons or property through the air, by whoever owned or operated.

In granting this easement, the Grantor agree to construct no buildings taller than one hundred feet (100') in height from the surface of the above listed property.

The Grantor agrees that during the life of this easement, they will not construct, erect, suffer to permit or allow any structure or trees on the surface of the burdened property taller than the height listed above.

The Grantor agrees to keep the easement area free of the following: structures (permanent or temporary) that might create glare or contain misleading lights; fuel handling and storage facilities and smoke generating activities and creation of any means of electrical interference that could affect the movement of aircraft over the easement area.

Grantor agrees to waive all damages and claims for damages caused or alleged to be caused by the Grantors violation of any aspect of this easement document. The (Cottonwood Municipal Airport) has a perpetual right of ingress/egress in the easement area and the right to remove any new

structure or vegetation that is taller than the height listed above.

TO HAVE AND TO HOLD said easement and right of way, and all rights appertaining thereto unto the Grantee, its successors, and assigns, until said Cottonwood Municipal Airport shall be abandoned and shall cease to be used for public airport purposes. It is understood and agreed that all provisions herein shall run with the land and shall be binding upon the Grantor, their heirs, administrators, executors, successors and assigns until such time that the easement is extinguished.

IN WITNESS WHEREOF, the grantor has hereunto set their hands and seals this _____ day of _____, 20__.

GRANTORS: _____
By: _____

STATE OF _____)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me, the undersigned notary public, This
____ day of _____, 20__ by _____ as the

of _____

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Notary Public

GRANTEE:

City of Cottonwood
By: _____

, Mayor

APPROVED AS TO FORM:

ATTEST:

, City Attorney

, City Clerk



Meeting Date: May 20, 2024
Subject: Consideration of an application for Design Review for a 15-unit apartment complex, located at 1416 E. Mingus Avenue
Department: Community Development
From: Kristina Hayden

REQUESTED ACTION

Consideration of an application for Design Review for a 15-unit apartment complex.

SUGGESTED MOTION

If the Commission desires to approve this item, the suggested motion is as follows:

"I move to approve DR-24-005 for a 15-unit apartment complex, subject to the stipulations that staff has read into the record."

BACKGROUND

Property Owner	Jjrt Capital Partners LLC
Representative	Maria Morales
Location of Property	Located on the northeast corner of E. Mingus Avenue and N. 14th Street at 1416 E. Mingus Avenue. APN:406-37-015A
Present Zoning and Land Use	R-3 (Multiple Family Residential) - Vacant
Description of Request	Design Review request for a 15-unit multifamily residential apartment complex.

Adjacent Land Uses and Zoning

North: R-3 (Multiple Family Residential) - Single family residences

South: R-3 (Multiple Family Residential) - Single family residences

East: R-3 (Multiple Family Residential) - Single family residence

West: R-3 (Multiple Family Residential) - Church

The applicant requests Design Review approval for a 15-unit multifamily residential apartment complex. The proposed project site is 0.56 acres and is located on the northeast corner of E. Mingus Avenue and N. 14th Street.

Multifamily residential is a permitted use in the R-3 (Multiple Family Residential) zone and the proposed quantity of 15 units adheres to the permitted density. The applicant proposes 3

efficiency units, 3 single-bedroom units, 5 single-story 2-bedroom units, and 4 stacked 2-bedroom units.

Design Review approval of the project's site plan and building design is required prior to the issuance of Building Permits. Zoning Ordinance Section 304.B.1.a states, "The provisions of this Section [Design Review] shall apply to the exterior portion of all sites, buildings, structures and signs...which are to be hereafter erected, constructed, or established within the City of Cottonwood."

Site Plan: The applicant's site plan indicates two 2-story multifamily residential buildings designated as Building A (first floor 3,189 square feet, total square footage 6,426) and Building B (first floor 3,394 square feet, total square footage 6,760). Building A is located on the west side of the lot and consists of 8 dwelling units, and Building B is located on the east side and consists of 7 dwelling units. Exterior staircases are provided on the east and west side of Building A, and the north and west side of Building B to provide access to the single story units on the 2nd floor. The 4 stacked units will have first floor access and interior staircases. The applicant proposes that one of the efficiency units located in Building A will be ADA compliant. The site plan indicates 20% usable open space which includes the landscape area along the property frontages and a landscaped detention pond on the northwest corner of the lot. A trash enclosure is proposed and will be required to have screening gates as it is visible from N. 14th Street. The applicant proposes a 6-foot wide sidewalk along the N. 14th Street property frontage to connect with the existing sidewalk on E. Mingus Avenue. The site plan also indicates a 6-foot tall screening wall along the north and east lot lines. There is an approximate 6-foot drop in grade running from west to east across the lot, the applicant proposes retaining walls and building foundations that would not exceed 3 feet in height to accommodate the slope.

Access: The project site is located on the northeast corner of N. 14th Street and E. Mingus Avenue. The site has one main access, which provides two-way access to all parking spaces, onto N. 14th Street which connects to E. Mingus Avenue. Mingus Avenue connects eastward to Main Street, and also connects westward to State Route 89-A. There is an additional access point on the northern lot line which connects to an alley, and the applicant has stated that this is for delivery purposes and would not affect residential traffic. The applicant is not proposing improvements to the alley at this time, however, Fire and Public Works are requiring improvements if on-site fire access does not meet fire code.

Architectural: The applicant proposes a contemporary flat-roof design for both buildings with varying roof heights and building jut outs to break up the form. The buildings will have a stucco finish painted in block sections of either blue or gray, with red-orange metal railings for the patios and staircases proposed as a contrasting color.

Open Space: The open space requirement for multifamily residential is a minimum of 20% which is 4,878 square feet. The applicant proposes a total of 5,600 square feet of usable open space consisting of the landscape yards and the detention pond.

Parking: Per Section 406 of the Zoning Ordinance, the required parking quantity for this proposal is 26 parking spaces. The applicant proposes a total of 27 spaces, two of which are ADA compliant.

Lighting: All exterior lighting will be required to comply with Section 408 of the Zoning

Ordinance.

Landscape Plan: Per Section 407 of the Zoning Ordinance, 10-foot landscape yards are required along the street frontages of N. 14th Street and E. Mingus Street. The applicant's proposal of 3 trees and 9 shrubs along N. 14th Street, and 7 trees and 21 shrubs along E. Mingus Avenue meets landscaping requirements.

Signage: The applicant is proposing a single-sided monument sign located along E. Mingus Avenue. A separate sign permit submittal is required for staff review and approval.

Utilities: Per the CRB Comment Letter (Re: CRB-24-004) the applicant has been informed that the only sewer main connection is located on E. Mingus Avenue. The applicant has also been informed that a 2-inch diameter water line is available for connection in the alley to the north, or 6-inch diameter water lines are available for connection on both the 14th and 15th Street corridors. Hydraulic calculations showing that all water demands, including fire flows, can be met will be required, otherwise the waterlines will need to be upsized accordingly.

Screening: Per Section 407 of the Zoning Ordinance, either a 10-foot landscaping yard or 6-foot tall solid screening is required when adjacent to single-family residential uses or zoning. The north and east lot lines are adjacent to single-family residential uses, and the applicant is proposing a 6-foot tall CMU wall to comply with this requirement.

Staff Analysis: Staff has reviewed this proposal and finds that the requested multifamily residential development is subject to Design Review approval. If approved, staff recommends the following stipulations:

1. The project shall be developed in conformance with the development plans as reviewed by the Planning and Zoning Commission at the May 20, 2024 meeting.
2. The project shall conform to the Code Review Board comment letter dated March 6, 2024 (RE: CRB-24-004).
3. The project shall comply with all applicable sections of the Zoning Ordinance including, but not limited to, R-3 Property Development Standards, General Provisions, Signs, Parking and Loading Requirements, Landscaping Requirements, and Outdoor Lighting Code.
4. Alley surface improvements shall be required unless the developer demonstrates onsite fire access, subject to the approval of the Fire Marshal.
5. A building permit application must be submitted within 24 months of Design Review approval. If this requirement is not met, this Design Review approval shall be revoked and a new Code Review and Design Review submittal shall be required.

JUSTIFICATION/BENEFITS/ISSUES

This is an infill project that will provide 15 dwelling units.

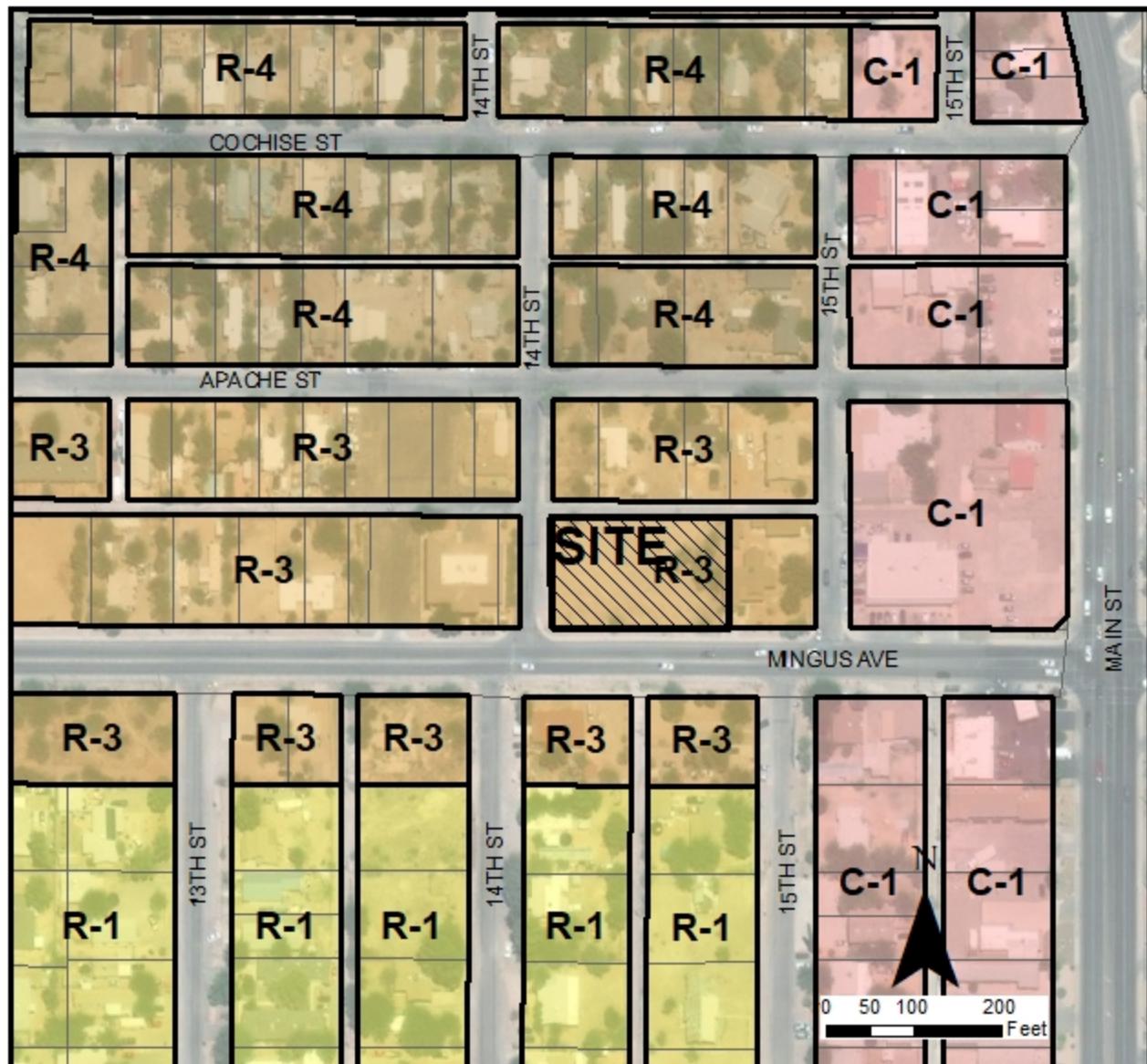
COST/FUNDING SOURCE

N/A

ATTACHMENTS

[Locator Map 1416 E Mingus Color.pdf](#)
[1404 P&Z SUBMITTAL.pdf](#)
[1404 Letter of Intent.pdf](#)

DR-24-005
1416 E. MINGUS AVENUE



- Zoning Boundary
- Design Review Application

ESTIMATED CUT AND FILL

CUT: ±xxx CUBIC YARD
FILL: ±xxx CUBIC YARDS - CONTRACTOR TO VFY IN FIELD APPROX

GENERAL NOTES

1. PLASTIC WEBBING CONSTRUCTION FENCE PER CITY REQUIREMENTS. FENCE BUILDING AREA AS SHOWN AND ALSO TREES AND MAJOR BUSSES INDIVIDUALLY WITHIN PERIMETER.
2. TEMPORARY TRAFFIC SURFACING MUST BE APPLIED PRIOR TO CONSTRUCTION. TEMPORARY TRAFFIC SURFACING TO BE 2" THICK, 3rd AGGREGATE. THE SURFACE SHALL EXTEND FROM THE EXISTING ROADWAY TO THE BUILDING FOOTPRINT, AND SHALL BE ADEQUATE TO REDUCE TRADING AND BLOWING DUST.
3. THE TOP OF CUT SLOPES SHALL BE MADE NOT NEARER TO A SITE BOUNDARY LINE THAN 1/8 OF THE VERTICAL HEIGHT OF THE CUT WITH A MINIMUM OF 2 FEET. THE TOE OF SLOPES SHALL BE MADE NOT NEARER TO A SITE BOUNDARY LINE THAN 1/2 OF THE VERTICAL HEIGHT OF THE FILL, WITH A MINIMUM OF 2 FEET. ALL CUT OR FILL SLOPE STEEPER THAN 2:1 SHALL BE STABILIZED WITH RIPRAP.
4. ANY DISCREPANCIES TO BE BROUGHT TO CONTRACTOR ATTENTION WITHOUT DELAY - WRITTEN DIMENSION TAKE PRECEDENCE OVER SCALDED DIMENSION.
5. FIELD VERIFY BUILDING LAYOUT WITH CONTRACTOR AND OWNER PRIOR TO DIGGING AND POURING FOUNDATIONS.
6. CONTRACTOR SHALL CLEAN UP AREAS AFFECTED BY DAILY WORK AND ALL DEBRIS AND GARBAGE SHALL BE PLACED IN SUITABLY SIZED DUMPSTER.
7. PROTECT AND PRESERVE ANY EXISTING TREES AND SHRUBS THAT ARE ON SITE, BUT NOT IN BUILDING AREAS.
8. ESTABLISH ONE LOCATION FOR RINSING AND WASHING OF CONCRETE MASONRY RELATED RESIDUE THAT IS AWAY FROM AND DOES NOT DRAIN IN TO WASHES AND VEGETATION, STREET OR NEIGHBORING PROPERTIES.
9. ALL FINISH GRADES TO SLOPE AND DRAIN AWAY FROM BUILDING.
10. NO VEGETATION AS TO BE REMOVED UNTIL APPROVED BY OWNER. NO HEAVY EQUIPMENT ALLOWED ON SITE UNTIL CONSTRUCTION FENCE LOCATION IS APPROVED BY CONTRACTOR.
11. STOCK PILE QUALITY ROCK THAT CAN BE USED IN FINISHING LANDSCAPING BEFORE GRABBING AND EXCAVATING.
12. PROVIDE TEMPORARILY TOILET FACILITIES ON SITE DURING CONSTRUCTION.
13. CONTRACTOR TO COORDINATE WITH ALL UTILITIES AND VERIFY METER LOCATIONS WITH COMPANY REPRESENTATIVES. LOCATIONS TO BE APPROVED BY CONTRACTOR.
14. FLAG AND IDENTIFY ALL PROPERTY CORNERS PRIOR TO LAYING OUT FOUNDATION FOOTING PERIMETER.

CONSTRUCTION PHASE

IMPLEMENT STORMWATER MITIGATION MEASURES. PLEASE PROVIDE INFORMATION, LOCATION AND OTHER DETAILS REGARDING STORMWATER POLLUTION PREVENTION MEASURE TO BE IMPLEMENTED DURING CONSTRUCTION.

POST CONSTRUCTION PHASE

BMP'S SHALL BE IMPLEMENTED TO PREVENT STORMWATER POLLUTION AND SITE EROSION ONCE ACTIVE CONSTRUCTION IS COMPLETED. THESE BMP'S INCLUDE REVEGETATION, GENTLE SLOPING, TERRACING, AND LANDSCAPING (WITH ROCK OR OTHER SUITABLE MATERIALS AND FILTER FABRIC). THIS SHOULD BE IN CONJUNCTION WITH THE REQUIRED STORMWATER MEASURES ADDRESSING VOLUME, SUCH AS RETENTION/DETENTION BASINS, SWALES, AND RIPRAP PADS. PLEASE PROVIDE INFORMATION, LOCATION, AND OTHER DETAILS REGARDING STORMWATER POLLUTION PREVENTION MEASURES TO BE IMPLEMENTED AFTER CONSTRUCTION.

DRAINAGE NOTES

1. CAPACITIES OF THE LOW FLOW TOILET SHALL NOT BE MORE THAN 1.6 GALLONS PER FLUSH AND LOW FLOW SHOWER HEADS NOT MORE THAN 2.5 GPM.
2. ALL PVC PIPES SHALL MEET NSF/ASTM STANDARDS.
3. THE CONSTRUCTION WILL CONFORM TO ALL APPLICABLE SETBACKS.
4. DRAINAGE EXITING THE PROPERTY MUST NOT IMPACT ADJACENT PROPERTIES IN THE FORM OF INCREASED, CONCENTRATED, OR REDIRECTED FLOWS. DETENTION OR DISPERAL OF CONCENTRATED FLOWS, DETENTION OR DISPERAL OR CONCENTRATED FLOWS FROM ROOF DRAINS REQUIRED IF THE FLOW WOULD ENTER ADJACENT PROPERTIES. PROVIDE DRAINAGE DEVICES AS NECESSARY TO PREVENT THESE OCCURRENCES.

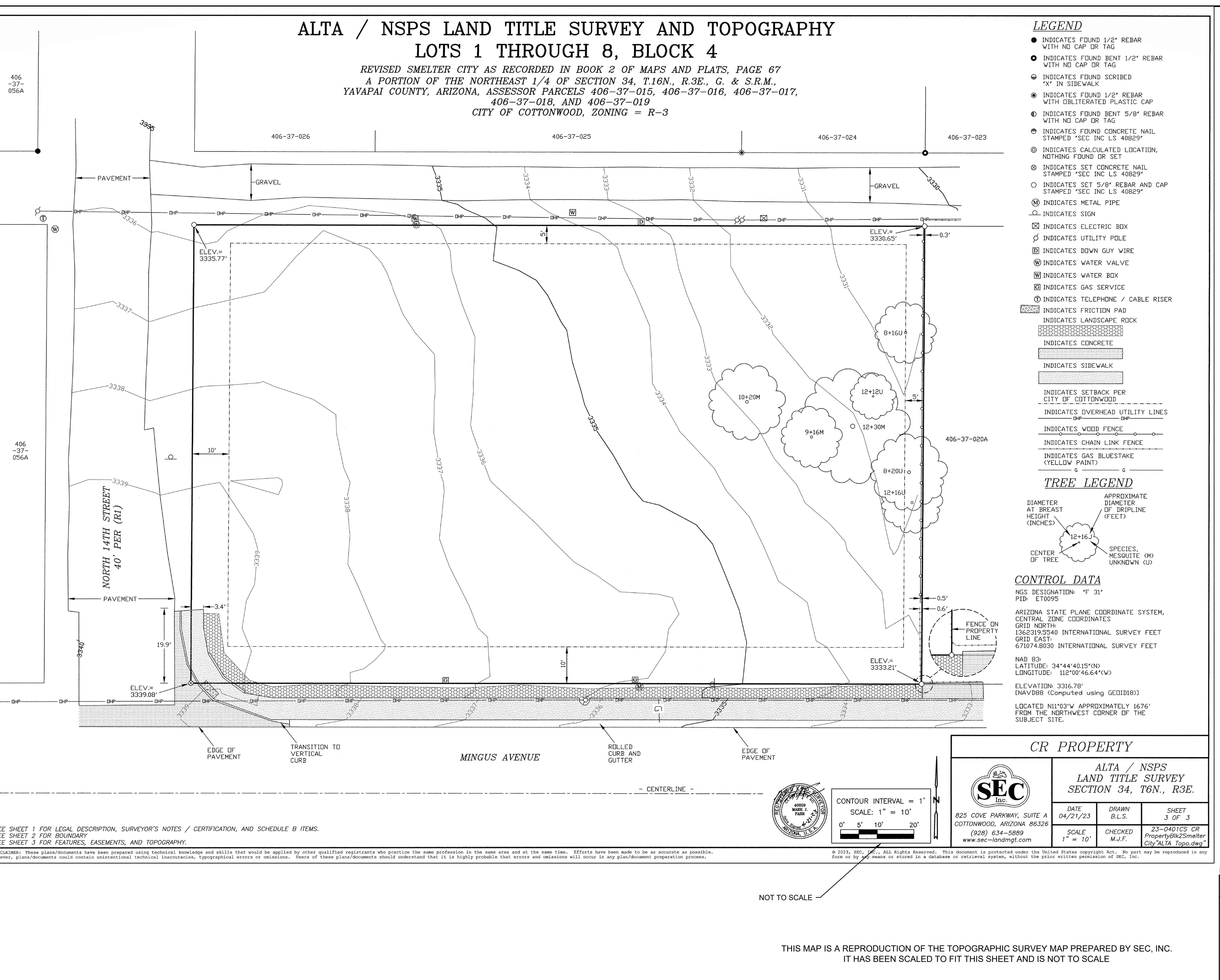
GRADING NOTES

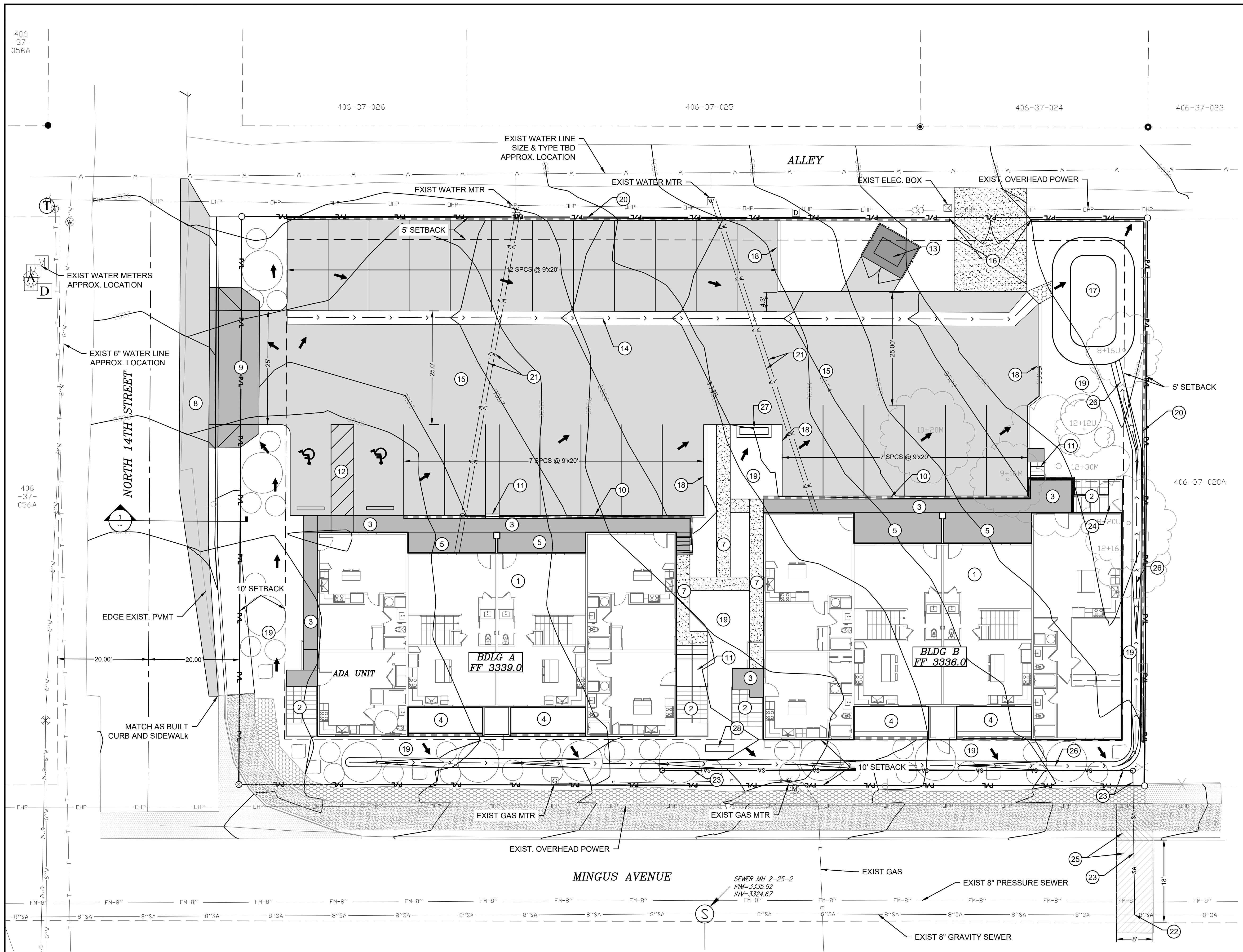
1. VERIFY ADDRESS AND LOT LINES PRIOR TO PERFORMING ANY WORK. IF YOU ENCOUNTER ANY PROBLEMS, YOU MUST CONTACT THE CONTRACTOR BEFORE PROCEEDING.
2. CUT, FILL AND GRADE TO THE FINAL GRADE AS FOLLOWS.
3. GRADE DRIVEWAY TO FOLLOW NATURAL TERRAIN FROM DRAINAGE SWALE LINE TO PROPERTY LINE.
4. REMOVE ALL BRUSH FROM THE GRADING ENVELOPE AS REQ'D.
5. USE EXCAVATED SOIL AS FILL WHERE REQUIRED, RETAIN ANY EXCESS EXCAVATED SOIL ON SITE. LOCATION WILL BE DETERMINED BY THE CONTRACTOR.
6. THE GRADE AWAY FROM FOUNDATION WALLS SHALL FALL A MINIMUM OF 6' WITHIN THE FIRST 10'. USE EXTREME CARE TO ENSURE NO EXCAVATING OR GRADING EXTENDS BEYOND THE PROPERTY LINES.
7. IF THERE IS ADDITIONAL WORK REQUIRED BUT NOT SPECIFIED IN THESE INSTRUCTIONS, YOU MUST OBTAIN AUTHORIZATION TO PERFORM THE WORK FROM THE CONTRACTOR BEFORE PROCEEDING.
8. MAINTAIN A 2:1 MAXIMUM SLOPE AT CUT.



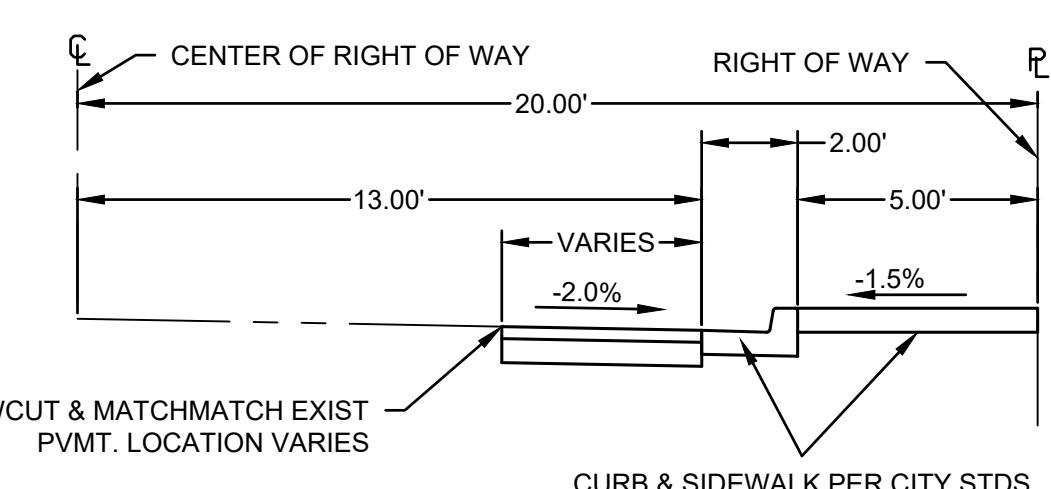
ALTA / NSPS LAND TITLE SURVEY AND TOPOGRAPHY LOTS 1 THROUGH 8, BLOCK 4

REVISED SMELTER CITY AS RECORDED IN BOOK 2 OF MAPS AND PLATS, PAGE 67
A PORTION OF THE NORTHEAST 1/4 OF SECTION 34, T.16N., R.3E., G. & S.R.M.,
YAVAPAI COUNTY, ARIZONA, ASSESSOR PARCELS 406-37-015, 406-37-016, 406-37-017,
406-37-018, AND 406-37-019
CITY OF COTTONWOOD, ZONING = R-3

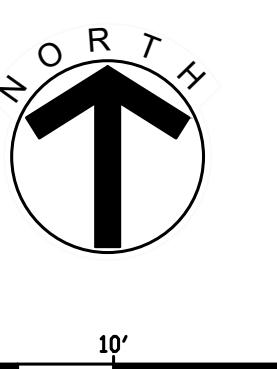




CALLOUTS	
1	NEW BLDG PER ARCHITECT
2	STAIRS TO UPPER LEVEL PER ARCHITECT
3	SIDEWALK PER ARCHITECT
4	COVERED PATIO PER ARCHITECT
5	COVERED ENTRY PER ARCHITECT
6	ADA RAMP
7	GRAVEL FOOTPATH. MATCHES EXISTING GRADE
8	NEW PAVEMENT, CURB AND SIDEWALK PER CITY REQMT'S
9	NEW DRIVEWAY PER CITY STDS
10	RETAINING WALL
11	STAIRS PER ARCHITECT
12	CONCRETE ADA PARKING
13	TRASH ENCLOSURE
14	VALLEY GUTTER
15	ASPHALT PARKING
16	ALTERNATE ENTRANCE WITH GATE
17	DETENTION POND
18	CURB
19	OPEN SPACE / LANDSCAPE AREA
20	SCREEN WALL PER CITY REQUIREMENTS
21	DOMESTIC WATER AND FIRE LINE CONNECTION
22	NEW SEWER TAP
23	SEWER SERVICE LINE
24	STORAGE UNIT UNDER STAIRS PER ARCHITECT
25	PAVEMENT CURB AND SIDEWALK SEWER PATCH
26	DRAIN SWALE
27	COMMUNAL MAILBOX
28	MONUMENT SIGN



1 TYPICAL PAVEMENT SECTION 14TH ST



EXHIBIT, NOT FOR CONSTRUCTION, FOR AGENCY REVIEW ONLY

NOT FOR CONSTRUCTION. FOR AGENCY REVIEW
APARTMENTS AT MINGUS
B & Z REVIEW EXHIBITS

SITE PLAN

DATE 4/9/24	DRAWN NMW	SHEET 2 OF 2
SCALE AS SHOWN	CHECKED KG	PROJECT NO. 23-0401CS



SOUTHWEST CORNER BUILDING A



BUILDING A-B OFF MINGUS



ADJACENT LIVING WATER CHURCH

BUILDING A

BUILDING B

SINGLE FAMILY DWELLING

RENDERS FOR DESIGN REFERENCE ONLY

BUILDING A-B SOUTH ELEVATION OFF OF MINGUS

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-0.1

CONTRACTOR:

E M E P A R T N E R S L L C
DRAFTING & DESIGN
M.E. Morales
(C) 310-463-3199

DRAFTSMAN:

ISSUE	DATE
Internal Review	
Code Review	
Submittal Set	
Permit Approval Set	

APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326

Revisions



BUILDING A-B PARKING



RENDERS FOR DESIGN REFERENCE ONLY

VIEW WEST OF PARKING TO BUILDING A CARPORT



BUILDING B PARKING

APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-0.2

CONTRACTOR:

E M E P A R T N E R S L L C
DRAFTING & DESIGN
M.E. Morales
(C) 310.463.3199

ISSUE	DATE
Internal Review	
Code Review	
Submittal Set	
Permit Approval Set	

Revisions 

RENDERS FOR DESIGN REFERENCE ONLY



BUILDING B PARKING SHOWING DETENTION POND PER G&D

APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326

A-0.3

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

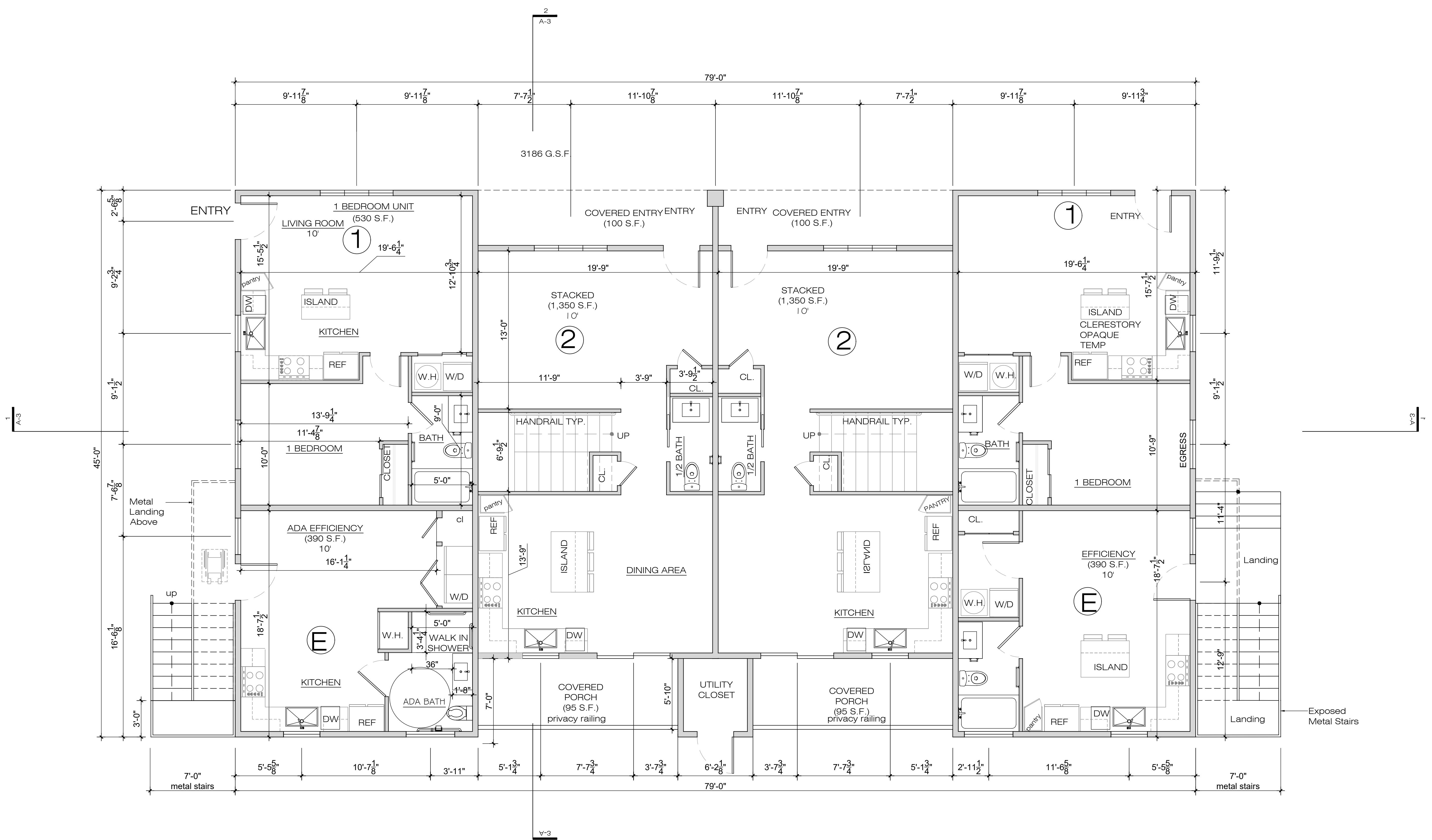
EME PARTNERS LLC
DRAFTING & DESIGN
M.E. Morales
(C) 310-463-3199

CONTRACTOR:

ISSUE	DATE	DRAFTSMAN:
Internal Review		EME PARTNERS LLC
Code Review		DRAFTING & DESIGN
Submittal Set		M.E. Morales
Permit Approval Set		(C) 310-463-3199

Revisions





FIRST FLOOR PLAN BUILDING A

SCALE : 1/4"=1'-0"

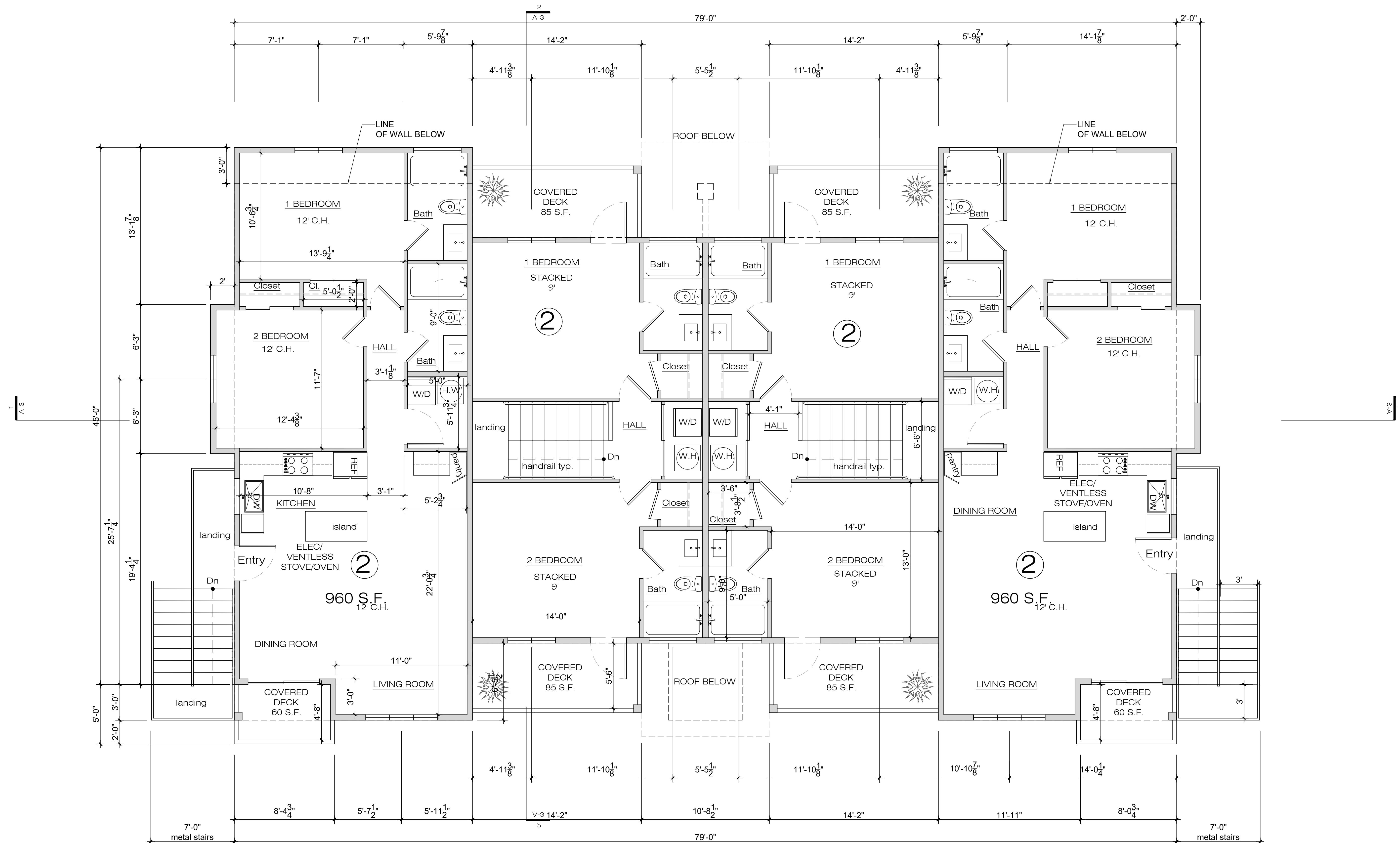
A-1.1

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326

ISSUE	DATE	DRAFTSMAN:
Internal Review		E M E
Code Review		P A R T N E R S
Submission Set		L L C
Permit Approval Set		D R A F T I N G & D E S I G N
		M.E. Morales
		(C) 310-463-3199

CONTRACTOR:



SECOND FLOOR PLAN BUILDING A

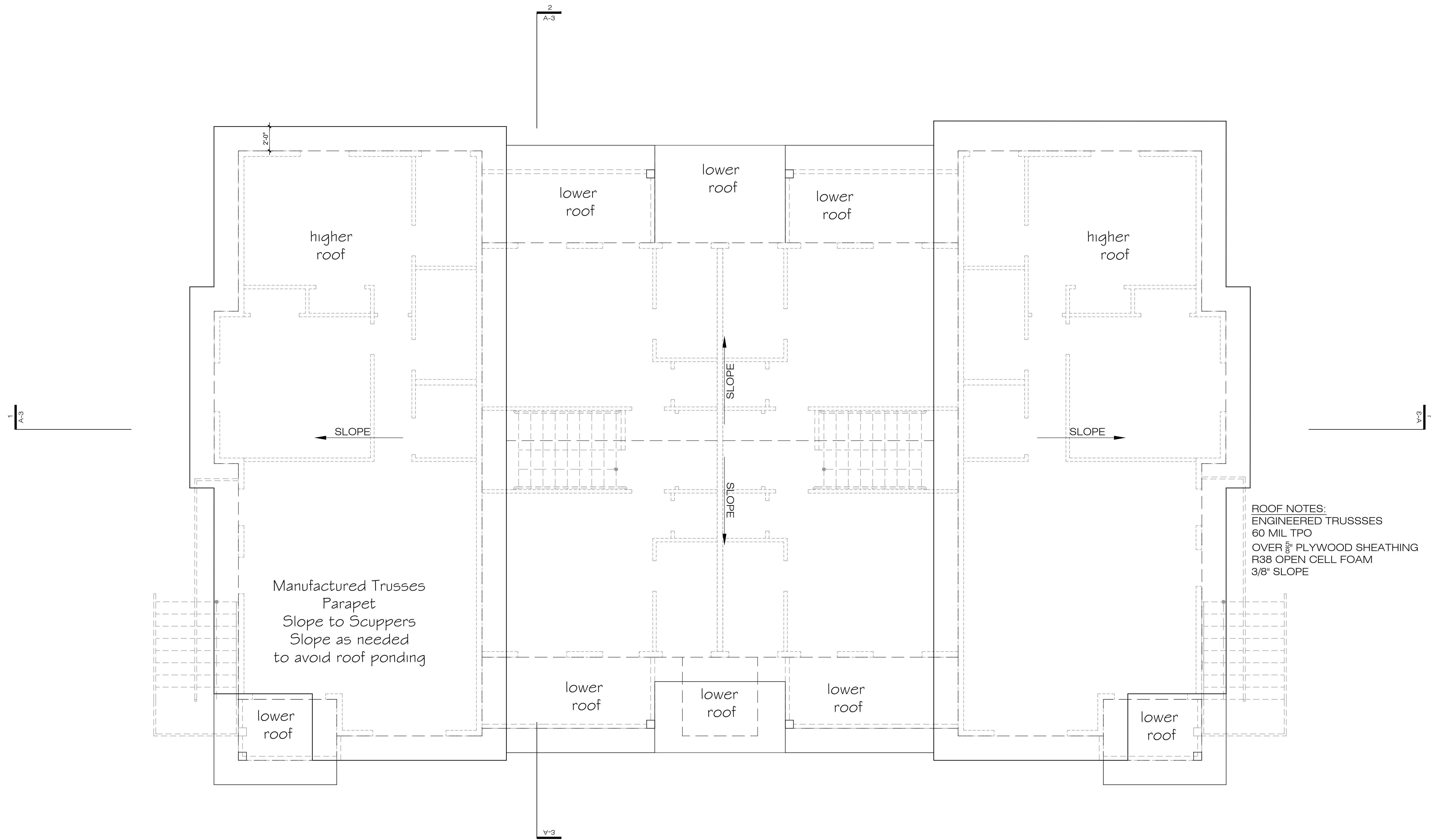
SCALE : 1/4" = 1'-0"

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-1.2

ROOF LEGEND:

D.S. GUTTER & DOWNSPOUT LOCATION



ROOF PLAN BUILDING A

SCALE : 1/4"=1'-0"

A-1.3

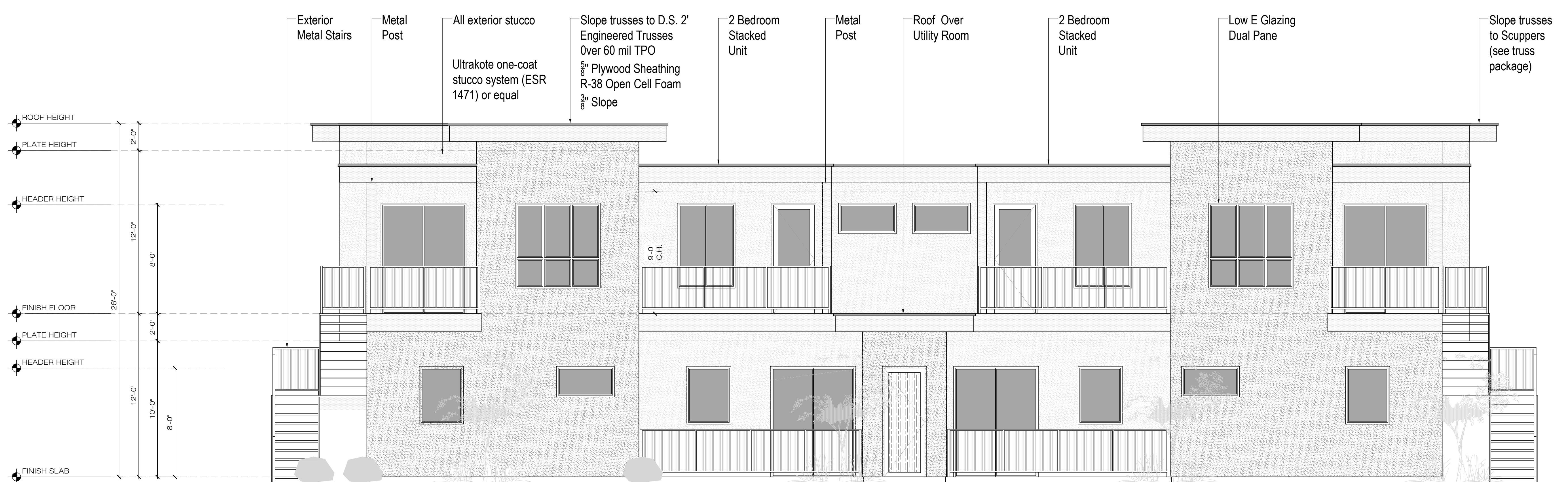
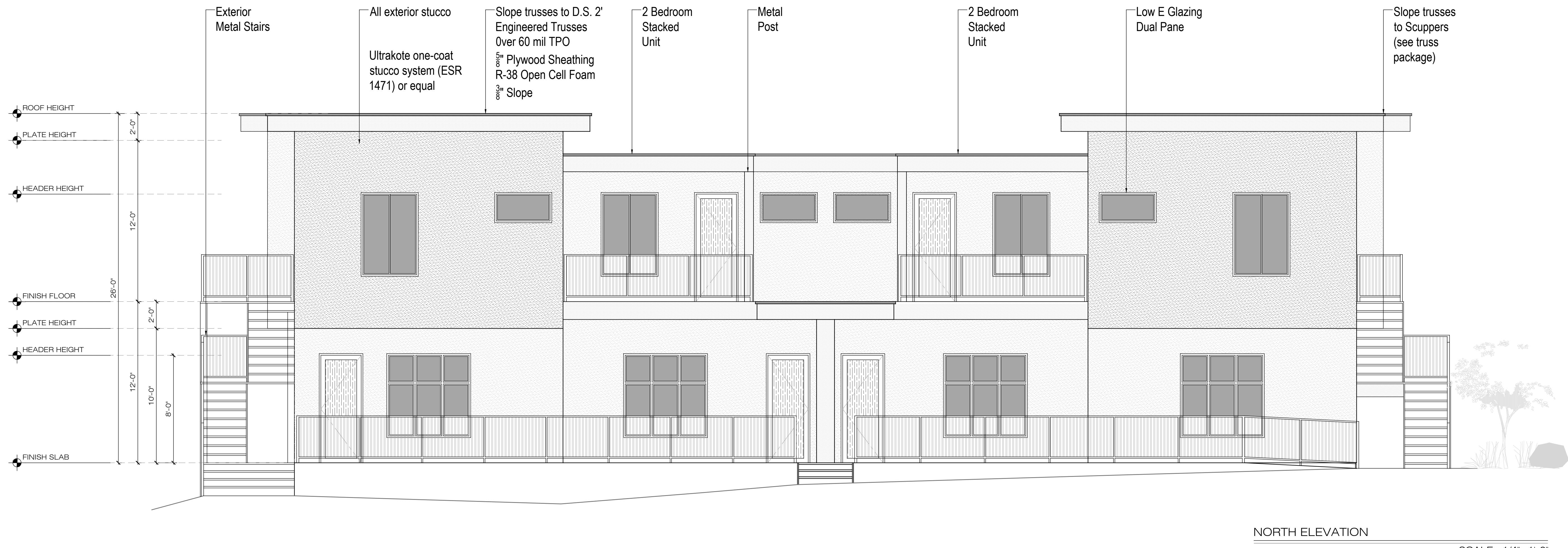
DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

CONTRACTOR:

E M E P A R T N E R S L L C
DRAFTING & DESIGN
M.E. Morales
(C) 310-463-3199

ISSUE	DATE	DRAFTSMAN:
Internal Review		E M E
Code Review		P A R T N E R S
Submittal Set		L L C
Permit Approval Set		

APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326



Minimum slope away is 6" in the first 10 feet per geo tech report typical of all slopes away from foundation

SOUTH ELEVATION

SCALE : 1/4"=1'-0"

PARTMENTS ON MINGUS

04 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326

Revisions

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-1.1

CONTRACTOR:

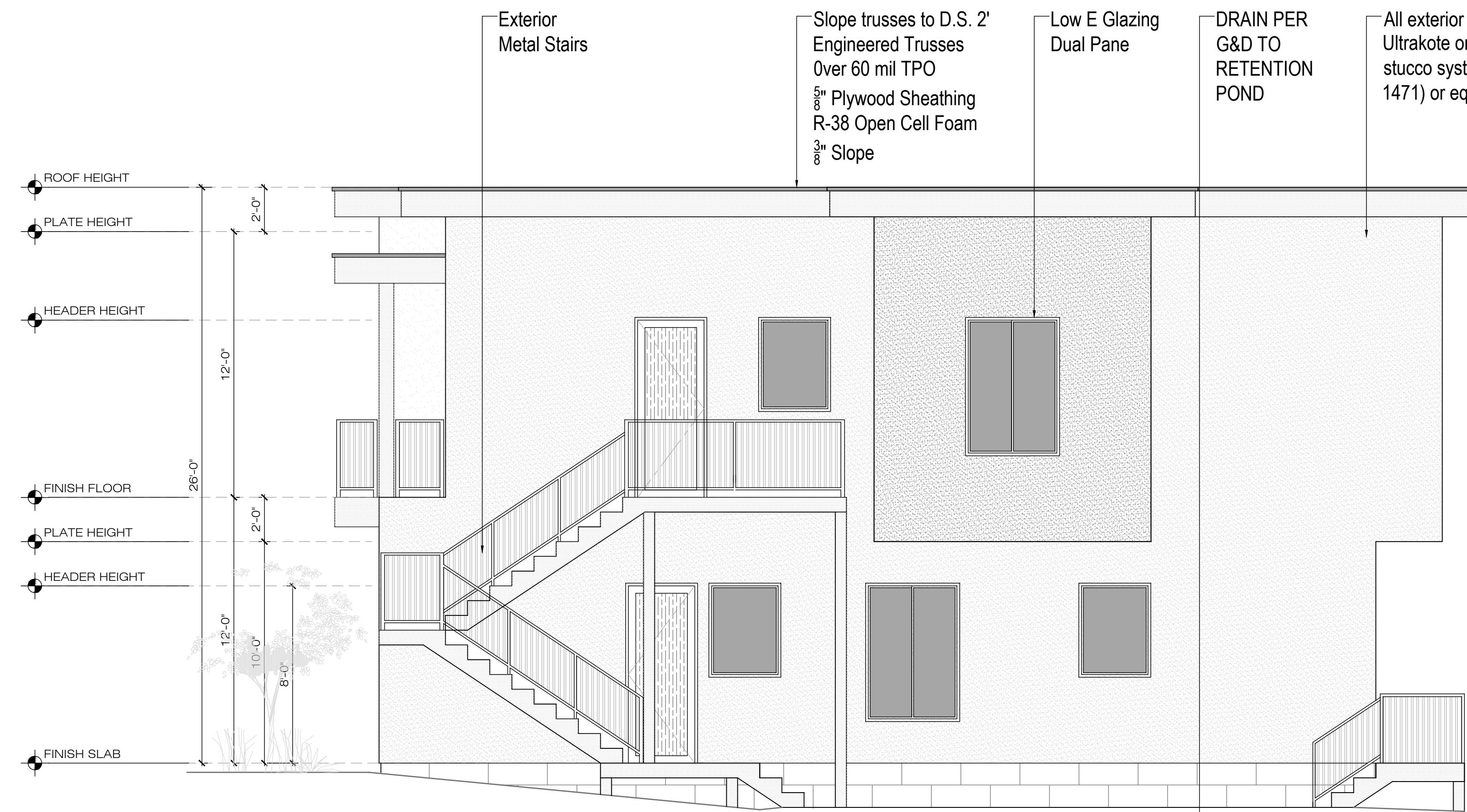
ME PARTNERS LLC
DRAFTING & DESIGN
M.E. Morales
(C) 310.463.3199

RARTSMAN:

NGUS		ISSUE	DATE
	Internal Review		
	Code Review		
	Submittal Set		
	Permit Approval Set		
Revisions		△	

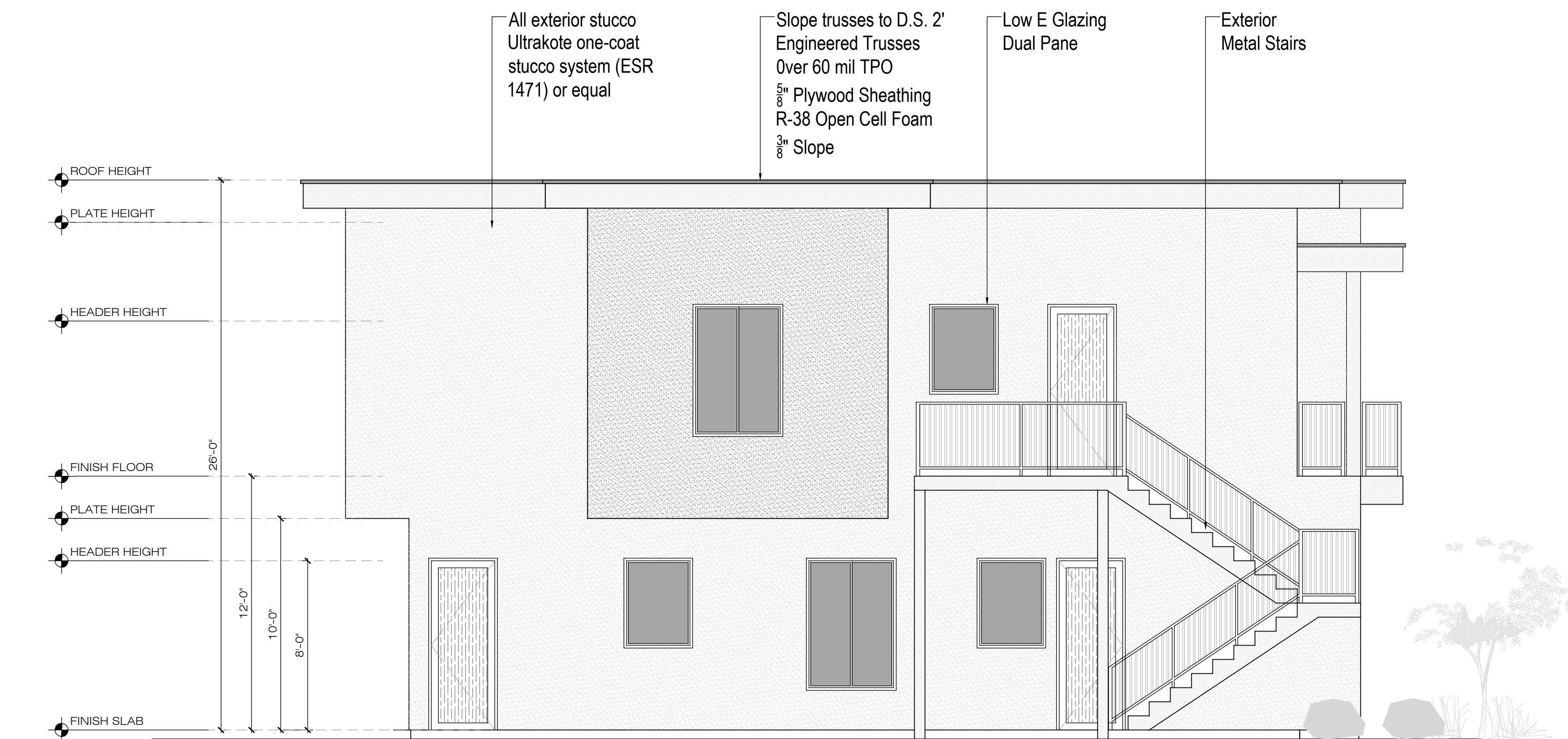
PARTMENTS ON MINGUS AVENUE COTTONWOOD, ARIZONA 86326

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:



EAST ELEVATION

SCALE : 1/4"=1'-0"



WEST ELEVATION

SCALE : 1/4"=1'-0"

APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-1.2

CONTRACTOR:

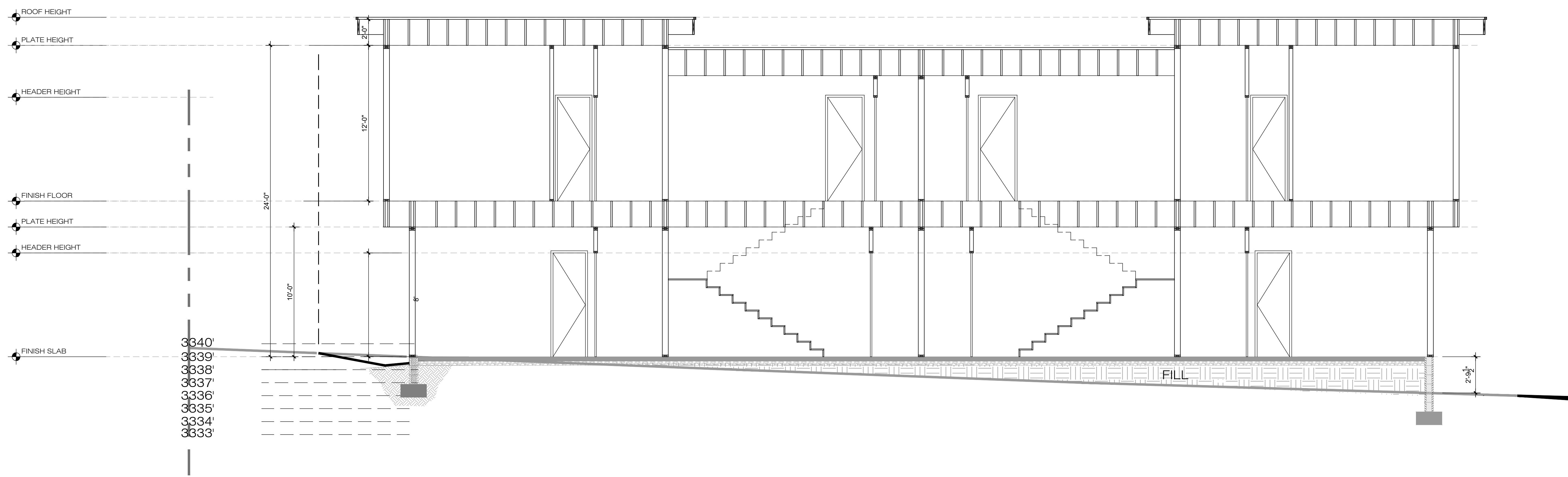
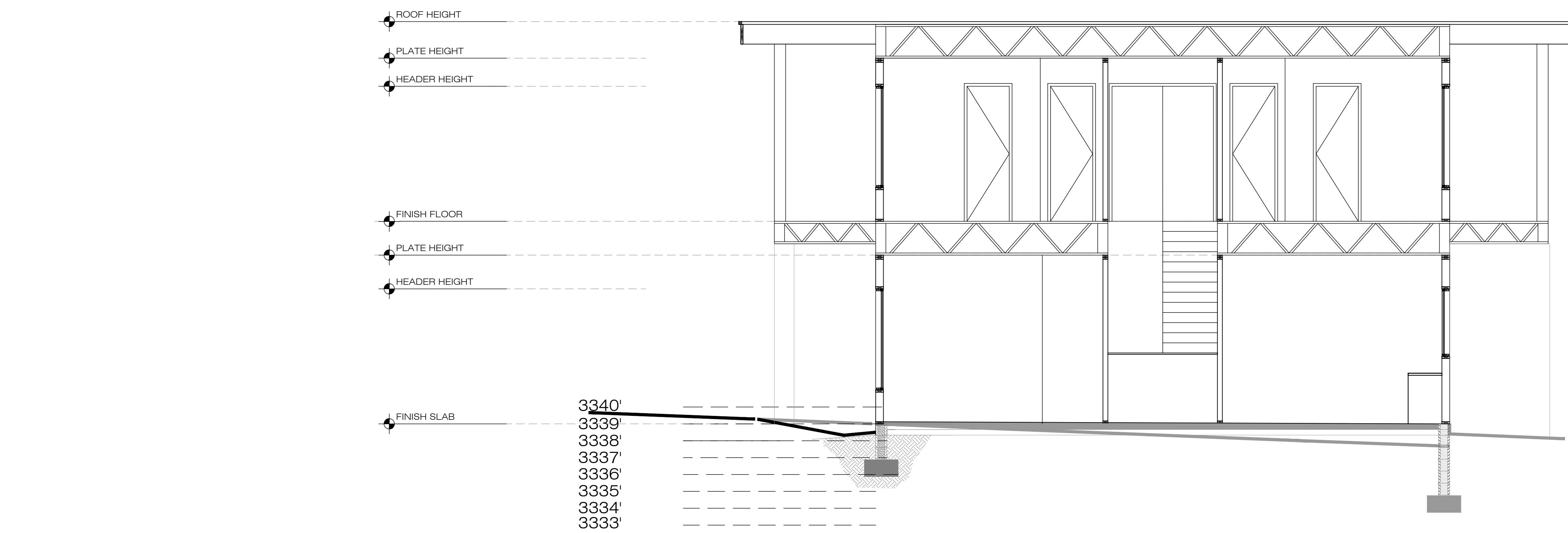
E M E P A R T N E R S L L C
DRAFTING & DESIGN
M.E. Morales
(C) 310-463-3199

DRAFTSMAN:

ISSUE	DATE
Internal Review	
Code Review	
Submittal Set	
Permit Approval Set	

Revisions

△



APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A3.1

CONTRACTOR:
EME PARTNERS LLC
M.E. Morales
(C) 310-463-3199

ISSUE	DATE
Internal Review	
Code Review	
Submit Set	
Permit Approval Set	

DRAFTER:
EME PARTNERS LLC
M.E. Morales
(C) 310-463-3199

FIRST FLOOR 3394 G.S.F. BUILDING B

The floor plan illustrates the layout of Building B across two sections. The left section, labeled '1', contains an 'EFFICIENCY (380 S.F.)' unit (10' x 19'0"), a '1 BEDROOM UNIT (615 S.F.)' (10' x 19'9"), and an 'Egress' area (10'9 1/2" x 19'0"). The right section, labeled '2', contains a 'LIVING ROOM' (10' x 23'5 1/8"), a 'DINING ROOM' (10' x 12'7"), a 'HALL' (5'0" x 12'7"), and a '2 BEDROOM' unit (14'2 5/8" x 20'0"). The plan includes multiple 'COVERED ENTRY (115 S.F.)' and 'STACKED (1,400 S.F.)' units. Various rooms are detailed with fixtures like 'ISLAND', 'REF', 'DW', 'W.H.', 'W/D', 'Bath', 'Closet', and 'pantry'. Stairs are indicated with 'UP' and 'DOWN' arrows, and a 'utility closet' is shown. The total area is 3394 G.S.F. with 10' C.H.

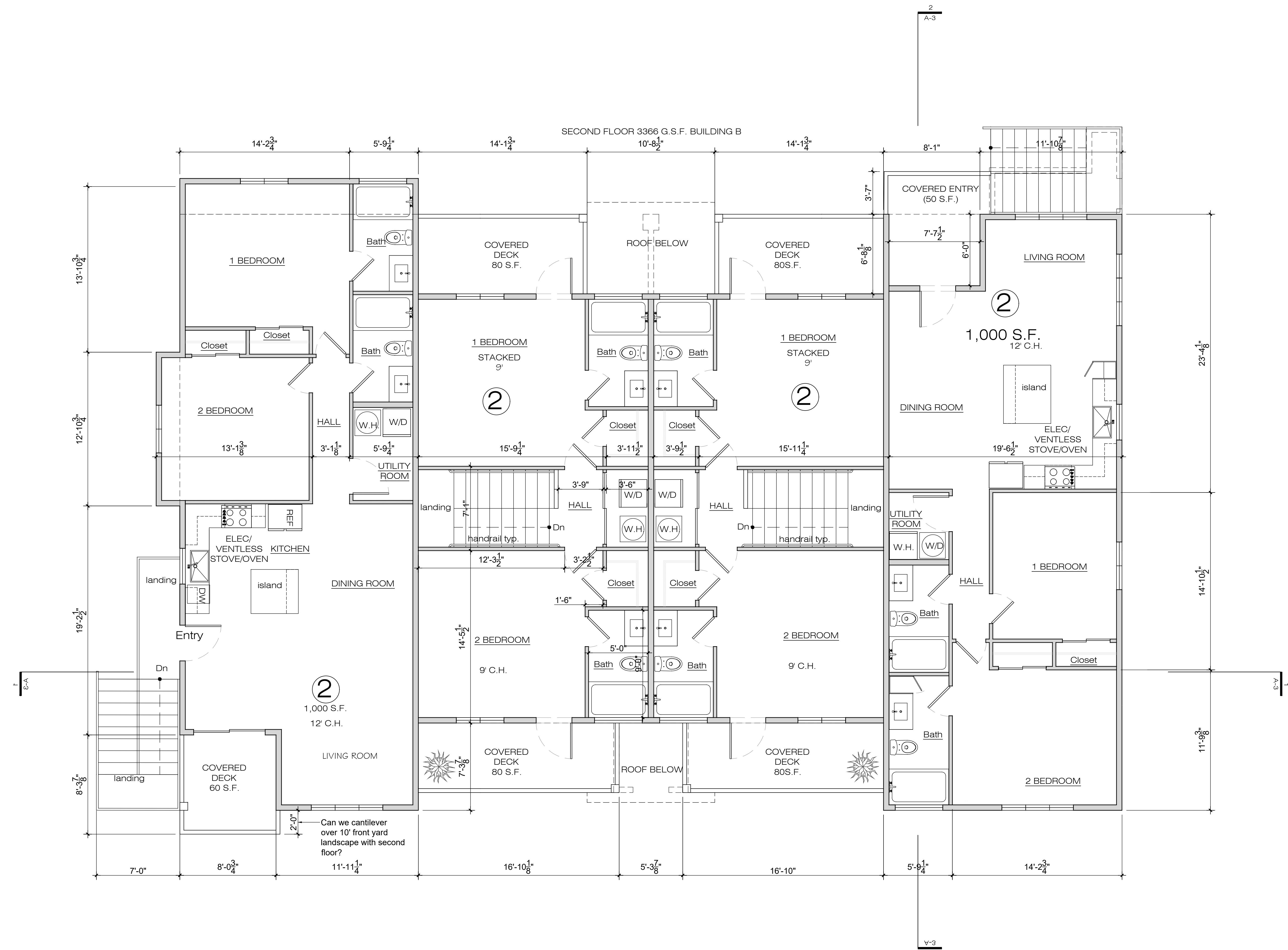
DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-1.1

FIRST FLOOR PLAN BUILDING B

SCALE : 1/4"=1'-0"

4/14/2024 12:37:06 PM, P&Z Submittal, NOT FOR CONSTRUCTION



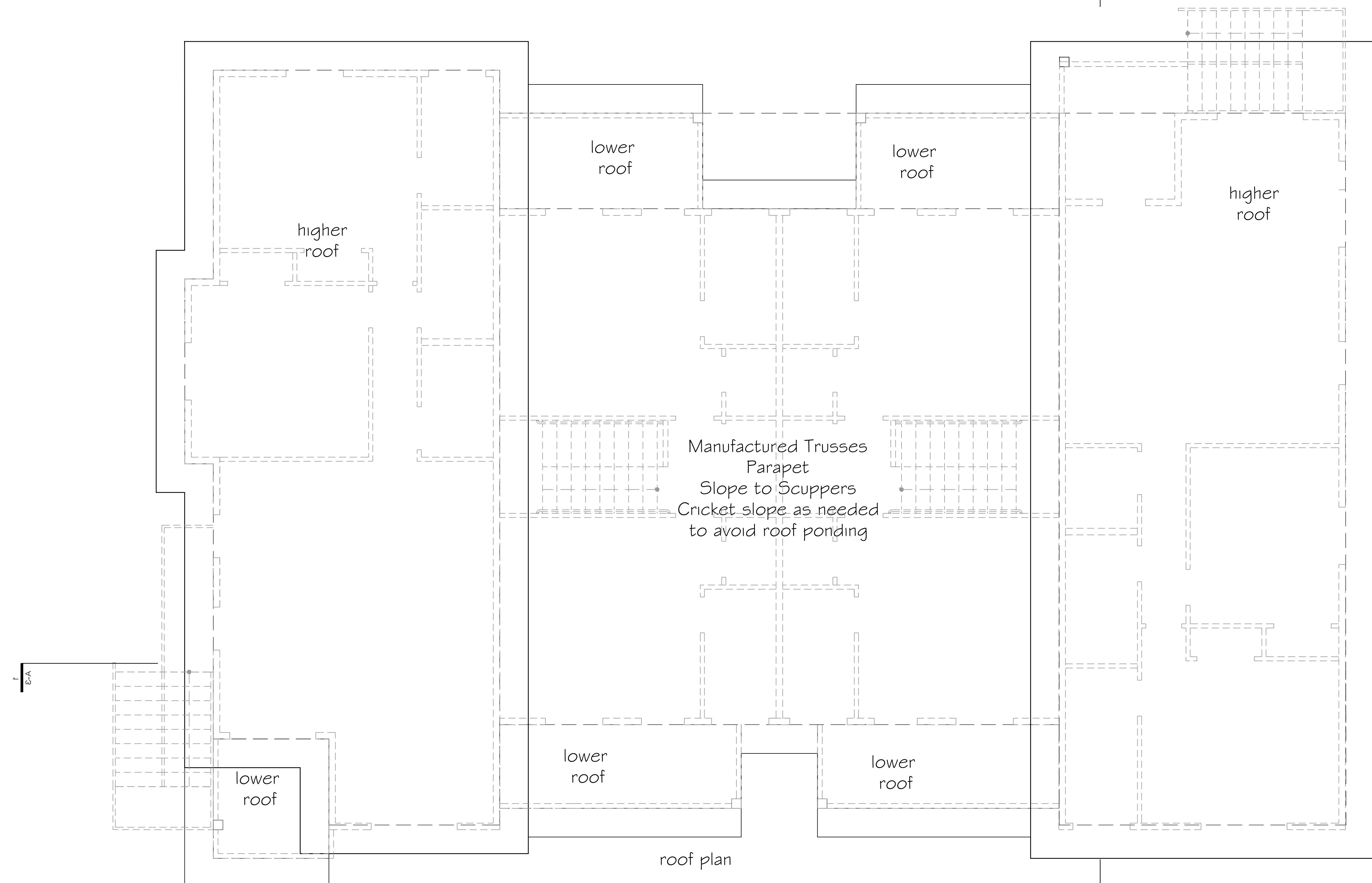
SECOND FLOOR PLAN BUILDING B

SCALE : 1/4"=1'-0"

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-1.2

ROOF LEGEND:
D.S. GUTTER & DOWNSPOUT LOCATION



NOTE:
SEE STRUCTURAL SHEETS FOR FOUNDATION & FRAMING DETAILS
SEE ENGINEERED MANUFACTURED TRUSSES

ROOF PLAN BUILDING B

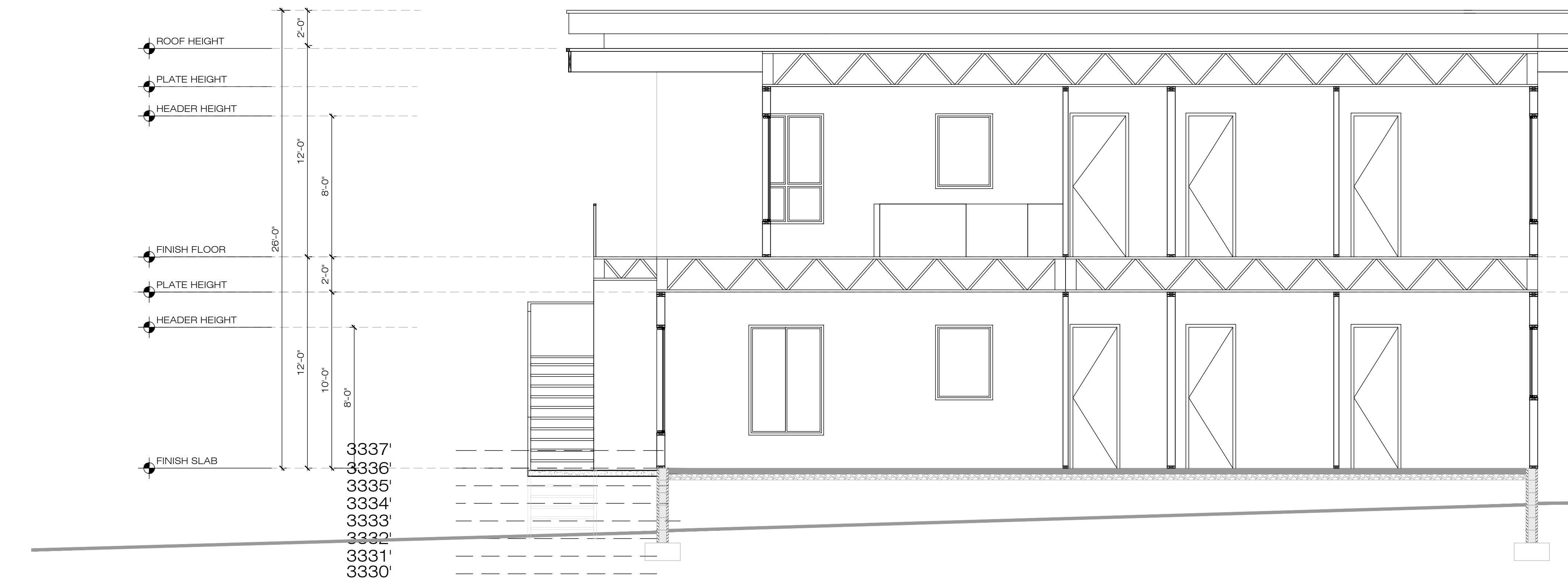
SCALE : 1/4"=1'-0"

A-1.3

CONTRACTOR:
EME PARTNERS LLC
M.E. Morales
(C) 310.463.3199

ISSUE	DATE
Internal Review	
Code Review	
Submittal Set	
Permit Approval Set	

APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326
DRAWN: M.E./MC
NOVEMBER 2023
SHEET:



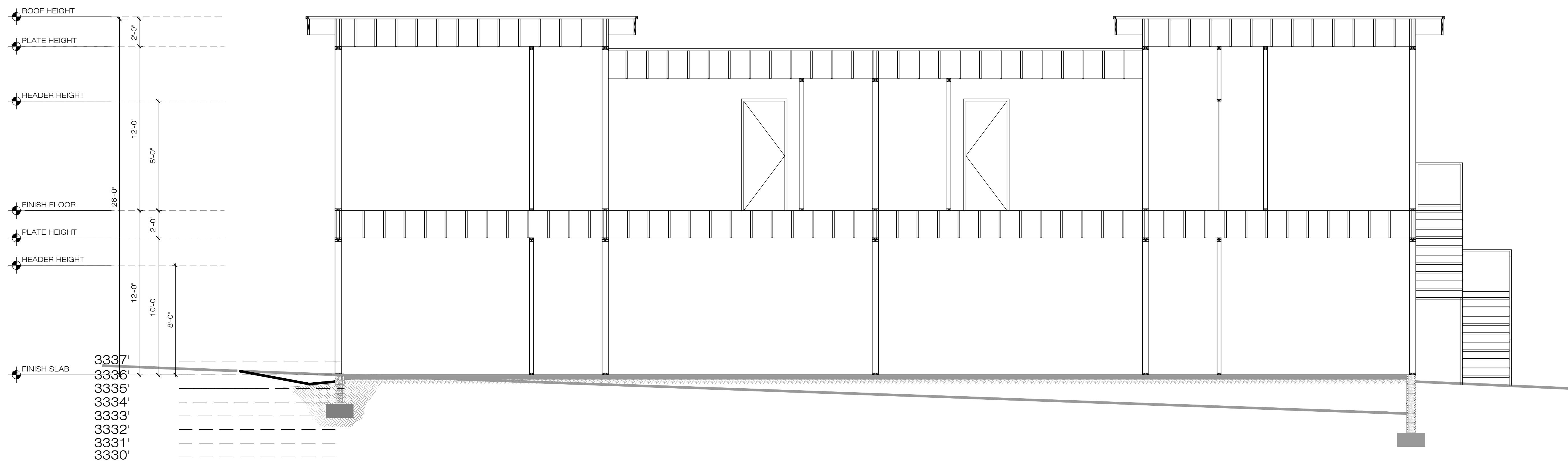
SECTION 2 BUILDING B

SCALE : 1/4"=1'-0"

APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-3.1



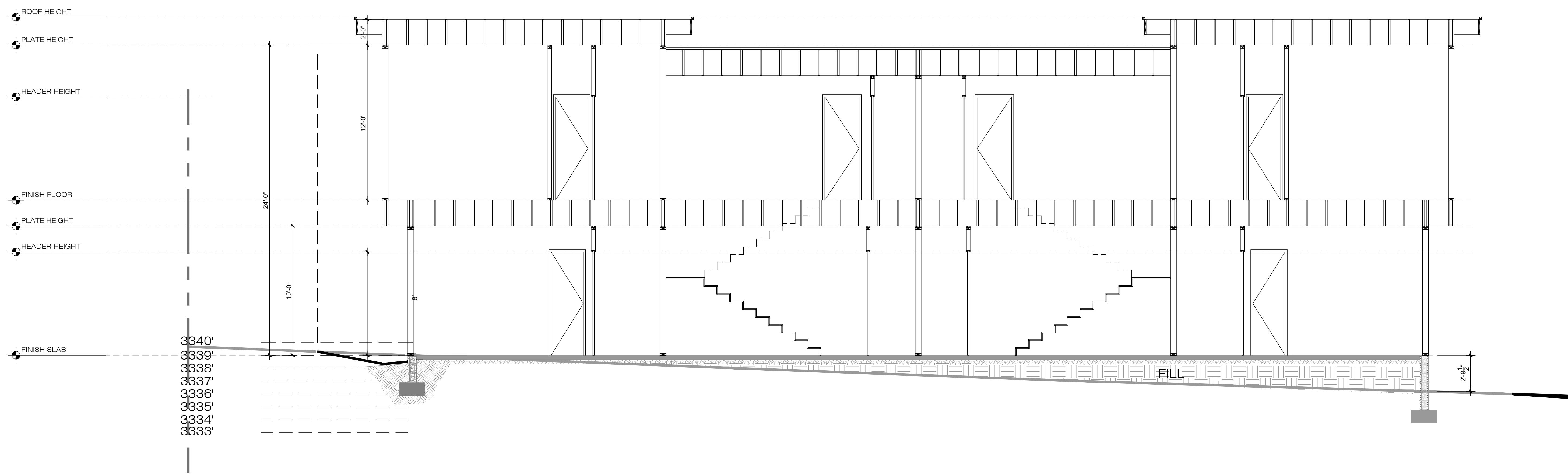
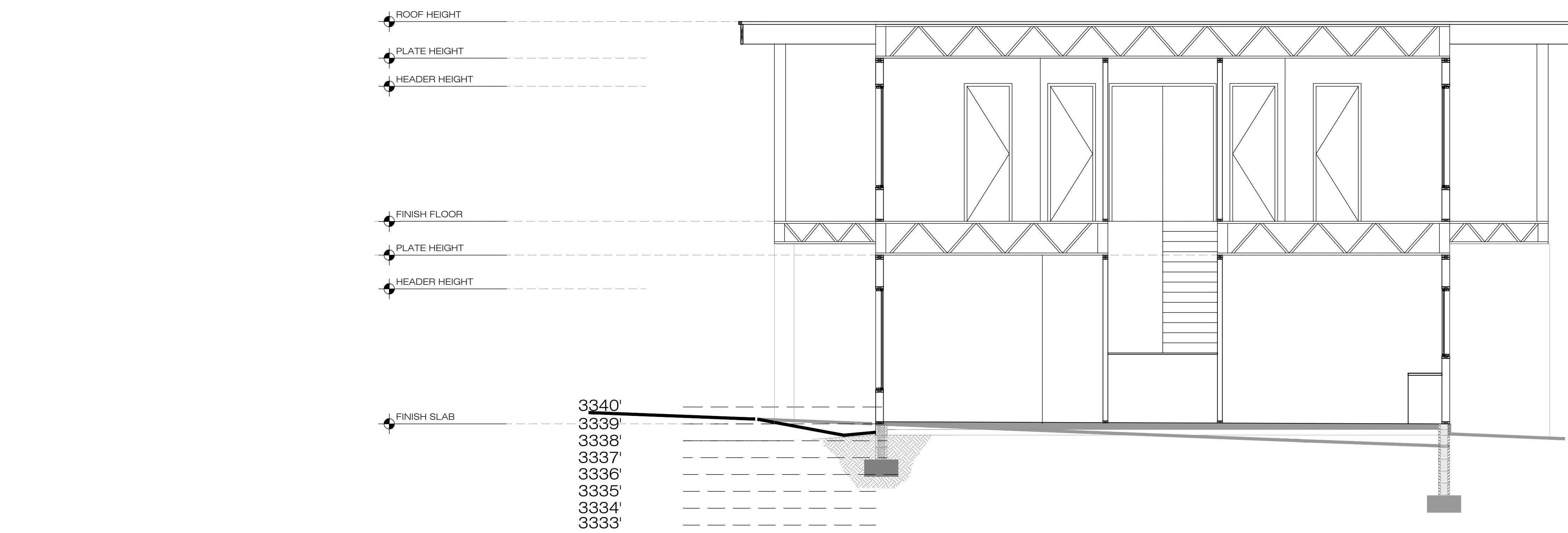
SECTION 1 BUILDING B

SCALE : 1/4"=1'-0"

CONTRACTOR:

E M E P A R T N E R S L L C
DRAFTING & DESIGN
M.E. Morales
(C) 310-463-3199

ISSUE	DATE	DRAFTSMAN:
Internal Review		E M E
Code Review		P A R T N E R S
Submital Set		L L C
Permit Approval Set		



APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326
DRAWN: M.E./MC
NOVEMBER 2023
SHEET: A3.1

DRAFTER: E M E PARTNERS L L C
CONTRACTOR: M.E. Morales
(C) 310-463-3199

DRAWN: M.E./MC
NOVEMBER 2023
SHEET: A3.1

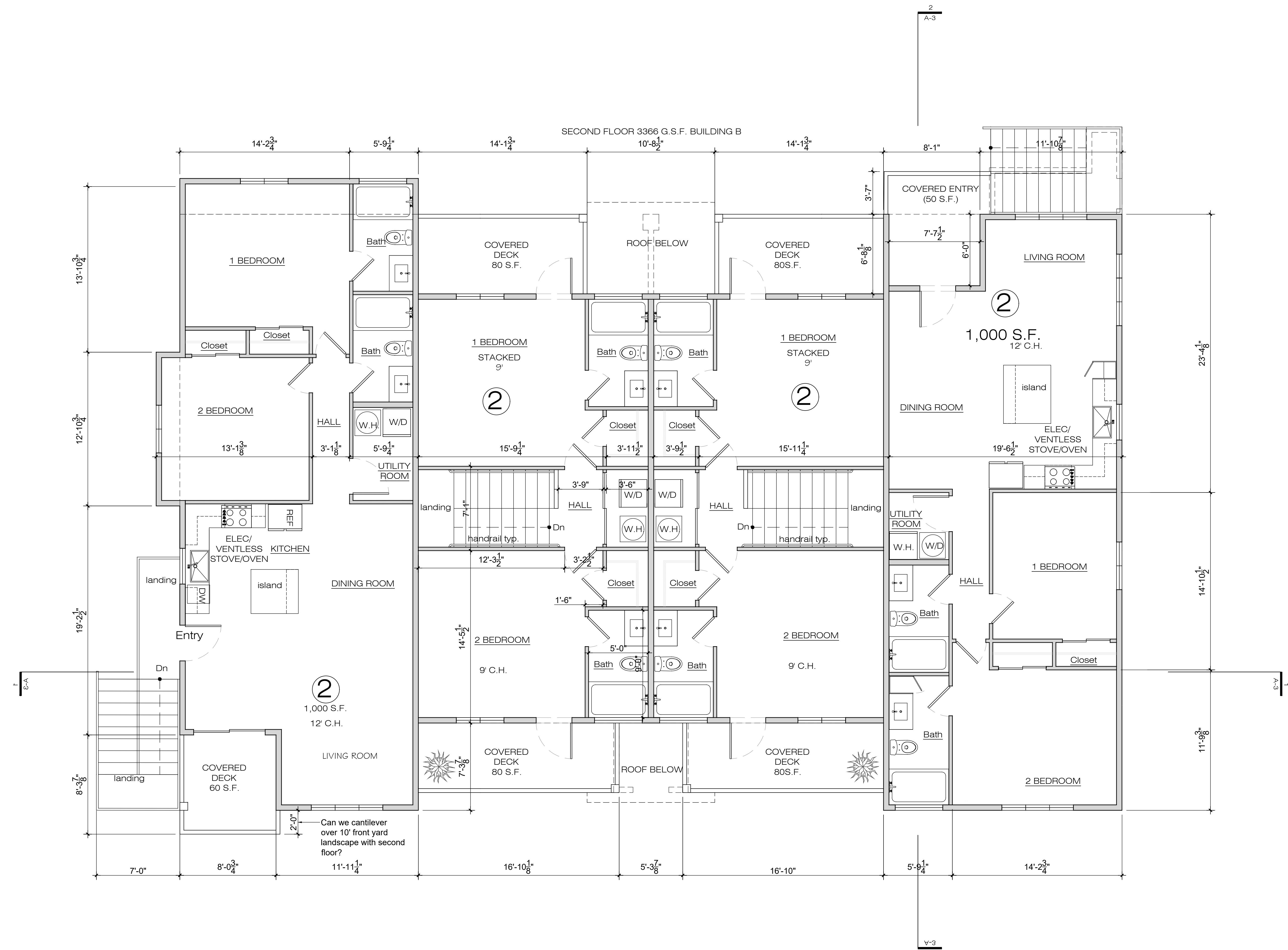
DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-1.1

FIRST FLOOR PLAN BUILDING B

SCALE : 1/4"=1'-0"

4/14/2024 12:37:06 PM, P&Z Submittal, NOT FOR CONSTRUCTION



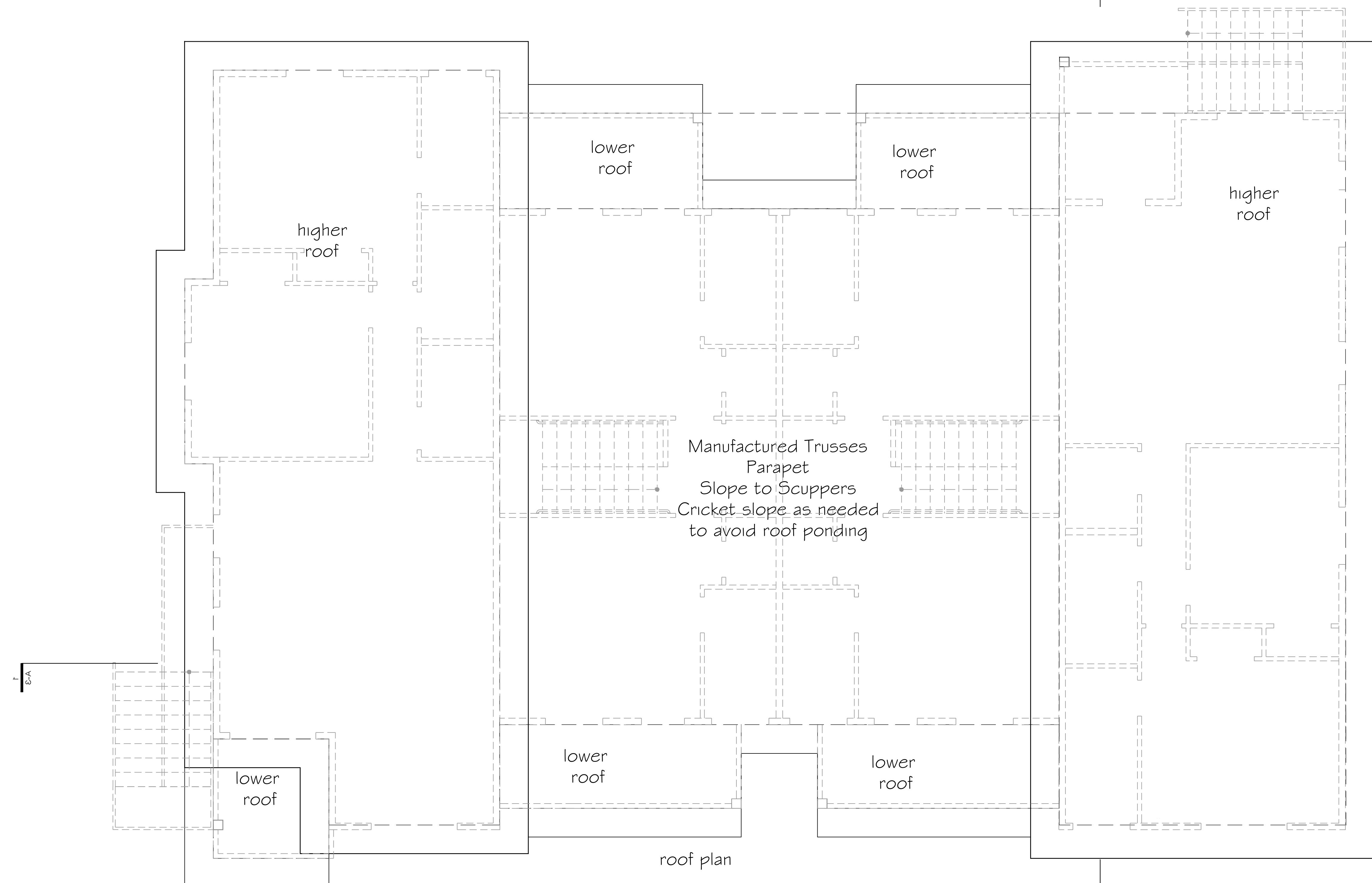
SECOND FLOOR PLAN BUILDING B

SCALE : 1/4"=1'-0"

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-1.2

ROOF LEGEND:
D.S. GUTTER & DOWNSPOUT LOCATION



NOTE:
SEE STRUCTURAL SHEETS FOR FOUNDATION & FRAMING DETAILS
SEE ENGINEERED MANUFACTURED TRUSSES

ROOF PLAN BUILDING B

SCALE : 1/4"=1'-0"

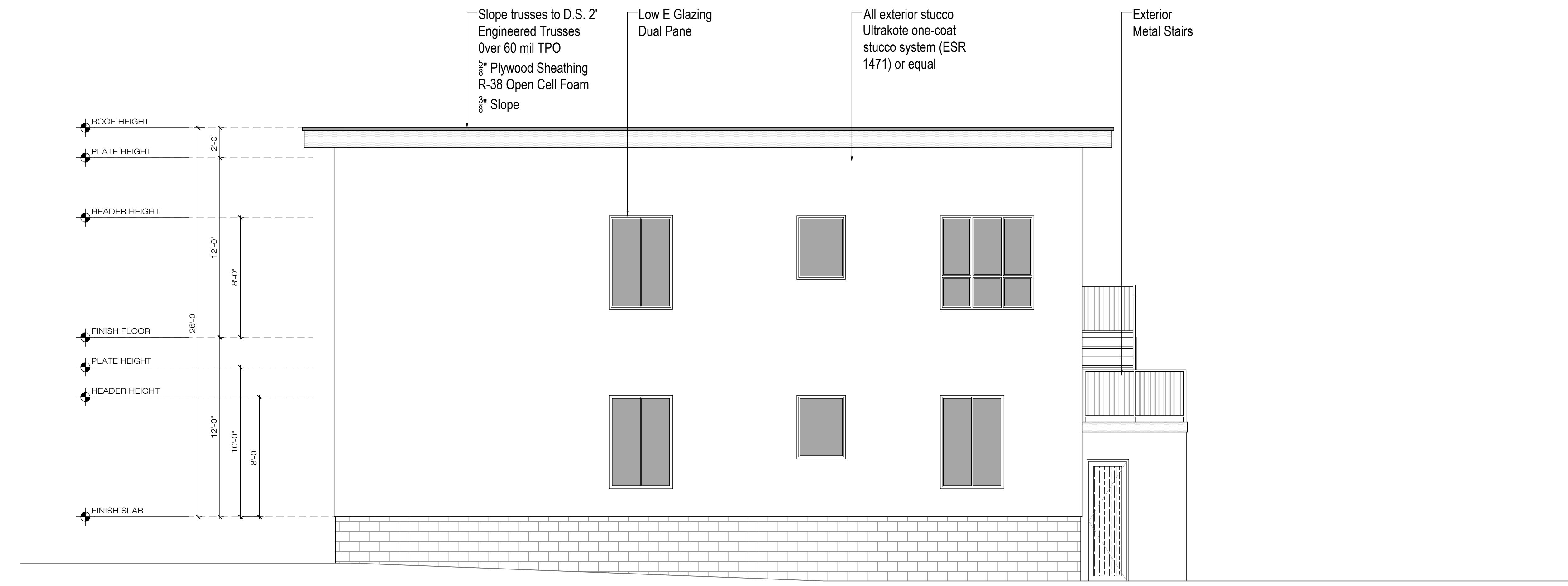
A-1.3

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326

CONTRACTOR:
EME PARTNERS LLC
M.E. Morales
(C) 310.463.3199

ISSUE	DATE
Internal Review	
Code Review	
Submittal Set	
Permit Approval Set	



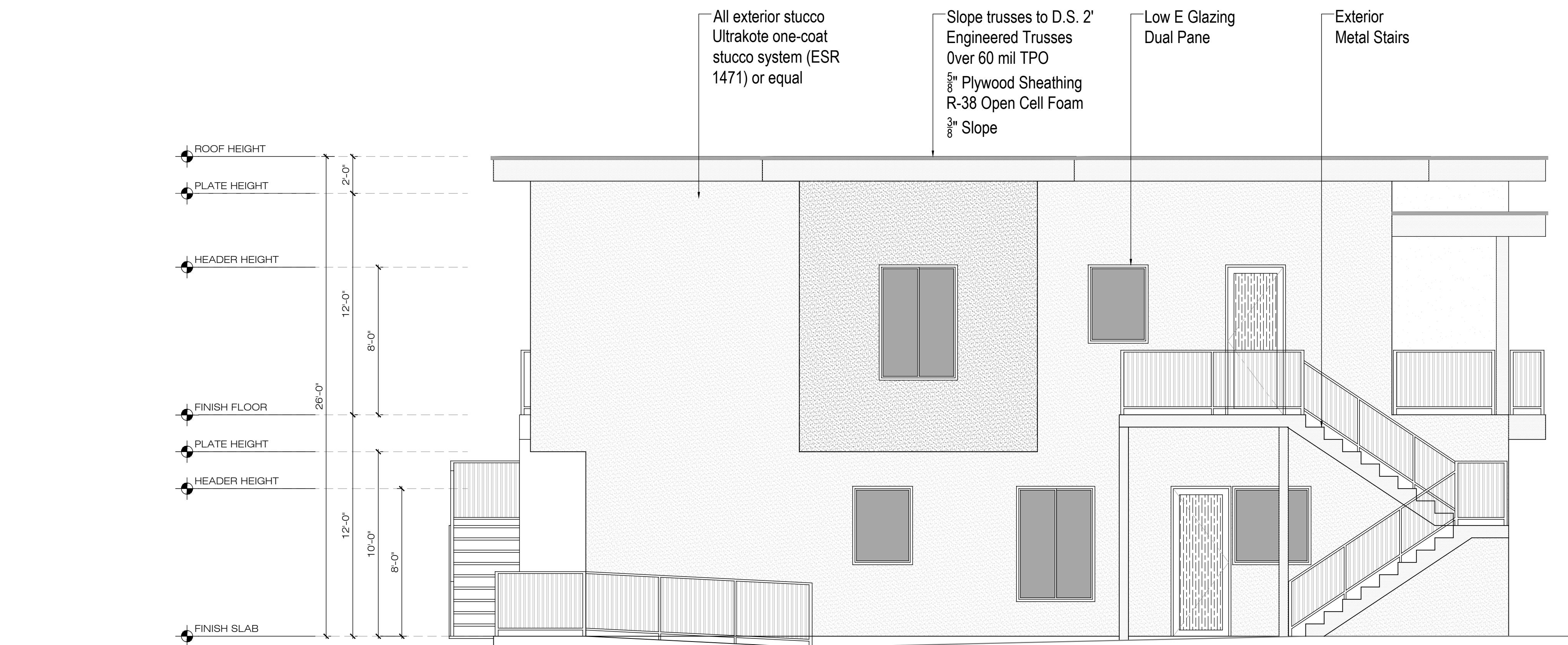
EAST ELEVATION BUILDING B

SCALE : 1/4"=1'-0"

DRAFTSMAN:

E M E P A R T N E R S L L C
DRAFTING & DESIGN
M.E. Morales
(C) 310.463.3199

CONTRACTOR:



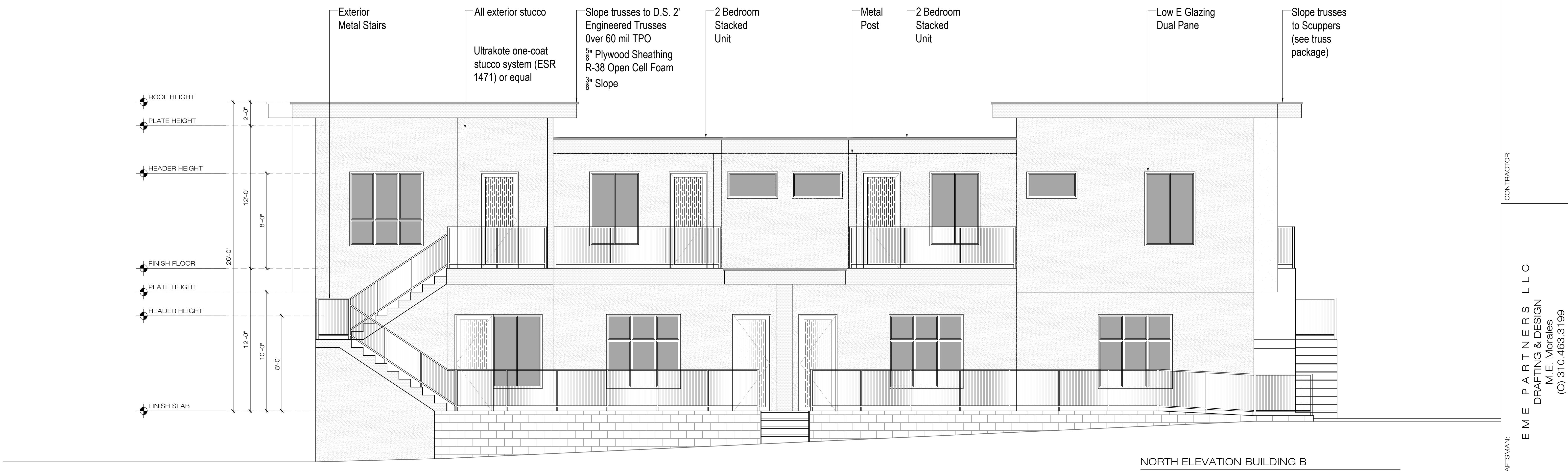
WEST ELEVATION BUILDING B

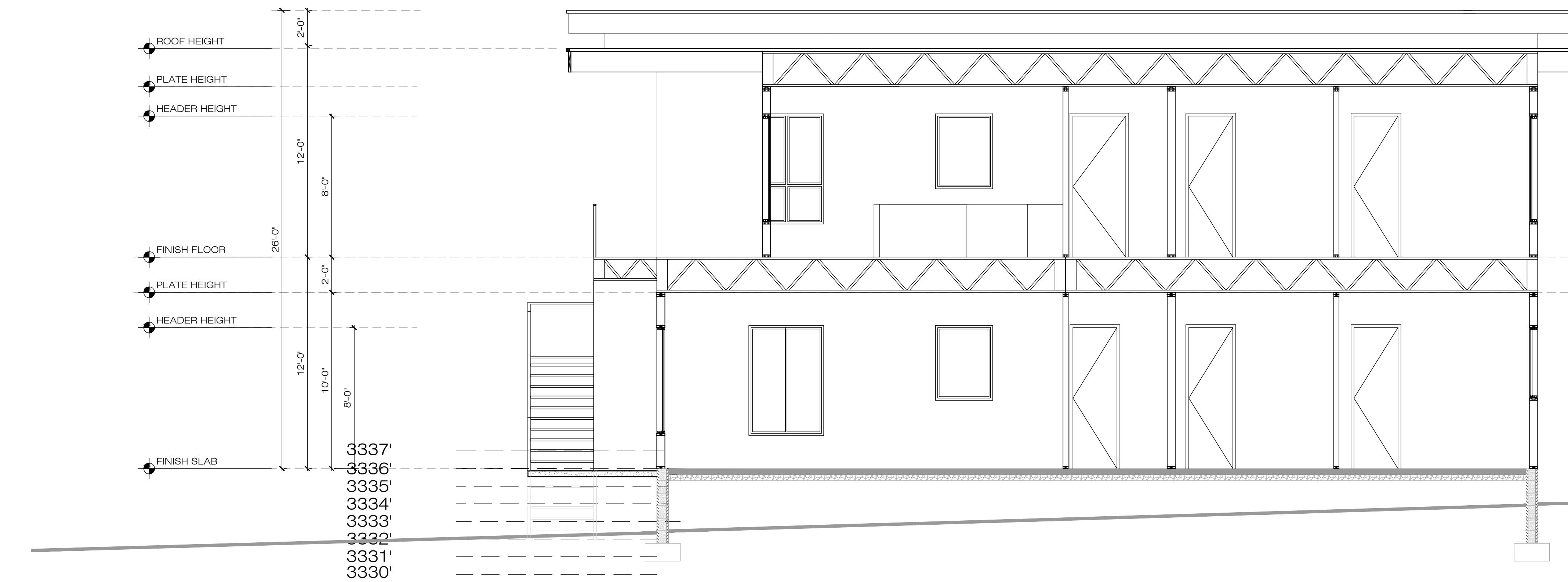
SCALE : 1/4"=1'-0"

APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-1.2





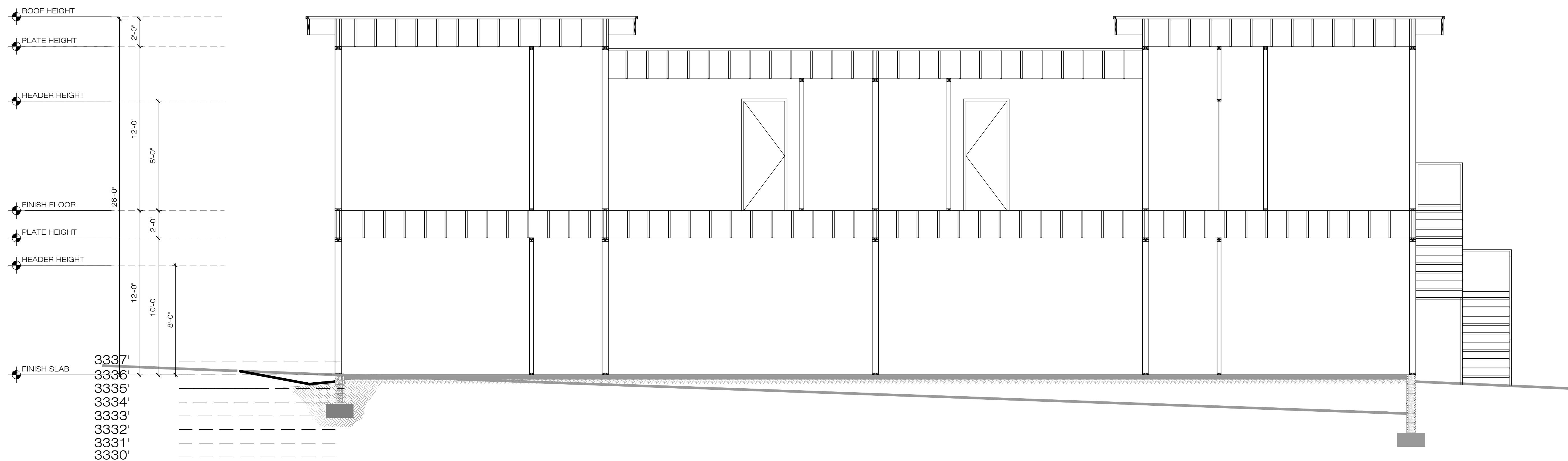
SECTION 2 BUILDING B

SCALE : 1/4"=1'-0"

APARTMENTS ON MINGUS
1404 MINGUS AVENUE
COTTONWOOD, ARIZONA 86326

DRAWN: M.E./MC
NOVEMBER 2023
SHEET:

A-3.1



SECTION 1 BUILDING B

SCALE : 1/4"=1'-0"

CONTRACTOR:

E M E P A R T N E R S L L C
DRAFTING & DESIGN
M.E. Morales
(C) 310-463-3199

ISSUE	DATE	DRAFTSMAN:
Internal Review		E M E
Code Review		P A R T N E R S
Submital Set		L L C
Permit Approval Set		

EME PARTNERS LLC

DRAFTING & DESIGN COMPANY

928.649.3061

EMEPARTNERSLLC@GMAIL.COM

LETTER OF INTENT

1404, 1410, 1416, 1420 and 1424 E. Mingus Avenue

TO: Community Development Department
RE: **Code Review Application for a Multi Residential
2 Story Building**
Date: December 19, 2023

APN: 406-37-01503, APN: 406-37-01606, APN: 406-37-01709, APN: 406-37-01802 and
APN: 406-37-01905

To whom it may concern:

We are presenting this proposal in an effort to provide a much-needed workforce housing/apartment solution for the Cottonwood area. Our development group is made up of 5 partners who are long time business owners/operators in Arizona including a well-established property management company of over 20 years with offices in Phoenix and the Verde Valley. Two of the partners are currently in the construction phase of another 40 unit apartment complex within the City of Cottonwood. We are well capitalized for this project and look forward to working with the city to meet this growing housing need.

Our project will be "**Mingus on 14th**" and we are proposing to build two similar residential buildings on the parcels. The parcels are currently zoned R-3; therefore, the proposed project meets all current density restrictions. We have designed the proposed project so that the most aesthetically pleasing side of the buildings will face Mingus. In addition to the building placement, we will have landscaping along Mingus which will add to the view from Mingus Avenue.

Our proposal of two separate structures totaling 16 units and 27 parking spaces, includes landscaping, ample parking as well as private decks for most of the units. Of the 27 parking spaces, 14 are covered. A variety of unit sizes are available in each building. Each building provides two efficiency units, two (1) bedroom units and four (2) bedroom units. Units will be divided by a demising wall and will not share ceilings to create a townhome feel, reduce noise transfer, and create a fire and sound barrier. Units have a simple open concept design with plenty of storage and access to individual laundry areas. By design the two efficiency and two (1) bedroom units allow for more parking without reducing the number of units. This "massing concept" creates a pedestrian friendly environment with open spaces.

Site layout includes a security fence around the north and east side of the property with full access to the perimeter for Emergency services and maintenance. Access will be from 14th Street which should reduce the traffic impact off Mingus Avenue. There will be a secondary ingress and egress point into the alleyway to the north of the property. Surface drainage will be directed via gravity to landscaping where applicable. We are looking forward to any feedback and direction from each department.

Warmest Regards,



Jeff Jenson
602-550-2674



“Inspiring a Vibrant Community”

VIA APPLICATION PORTAL

March 6, 2024

M.E. Morales
2232 E. Wren Circle
Cottonwood, AZ 86326
emepartnersllc@gmail.com

**Re: CRB-24-004 Apartments on Mingus: 1416 E. Mingus
APN 406-37-015A**

Dear Ms. Morales:

Thank you for meeting with the Code Review Board on February 6, 2024 regarding the above referenced project. The project as presented is for a 16-unit multifamily residential apartment complex. As mentioned, this project would require Design Review approval by the Planning and Zoning Commission. Please review the Cottonwood Zoning Ordinance procedural codes for Design Review ([Section 304](#)). The following is a process summary:

1. **Design Review submittal:** A Design Review application submittal is required; and the application fee is \$350. The application and fees should be submitted five to six weeks prior to a Planning and Zoning hearing. The Planning and Zoning Commission meets at 6 PM on the third Monday of each month.
2. **Site Improvement Permits:** Permits may not be issued nor any site work commenced until 15 days after Design Review approval. Permit applications may be submitted prior on an “at-risk” basis, subject to advance written request and Staff approval.
3. **Certificate of Occupancy:** Issuance of a Certificate of Occupancy is required prior to use. All requirements stipulated as part of the Design Review process must be addressed before the Certificate of Occupancy will be issued.

DEPARTMENT COMMENTS REGARDING SUBMITTAL

These comments are only for the project as presented at Code Review. Any additional work may require additional reviews and approvals. Staff reserves the right to amend the CRB Comment Letter as new information is provided. Contact staff before starting any work that was not part of this review.

Community Development/Planning – Tina Hayden, khayden@cottonwoodaz.gov
(928) 634-5505 x3320

1. Multi-family residential is a permitted use in the R-3 zone, subject to Design Review approval of the Planning and Zoning Commission.
2. The Community Development Director has determined that the property frontage for parcel 406-37-015A is along E. Mingus Avenue, and all setbacks are based on this determination.
3. A screening gate is required for the proposed trash enclosure.
4. A separate permit is required for any signs. Please include all details of sign design, including materials and colors. Dark or opaque backgrounds are required on all internally illuminated signs. Refer to [Section 405](#) of the Zoning Ordinance regarding definitions and guidelines for signs.
5. Per [Section 406](#) of the Zoning Ordinance, the required parking quantity is 26 parking spaces, and the required drive aisle width for 90° parking stalls is 25 feet. The proposed site plan indicates 27 parking spaces and 25-foot wide drive aisles.
6. During the meeting, staff was informed of the applicant's need to reduce parking stall dimensions. A maximum of 3 compact parking stalls are permitted and the dimensions are 7ft.6in. x 15 feet. Per Section 406.D.7 of the Zoning Ordinance, a letter requesting reduction of the number of full-size spaces (and increasing the number of compact spaces) can be submitted along with the Design Review application.
7. Under zoning requirements, the proposed covered parking structure can be located within 10 feet of the main building. Consult with the Building Official and Fire Marshal on requirements with current building and fire codes regarding the proximity of the parking structure to the building.
8. The proposed 6-foot tall screening wall along the north and east property lines satisfies the screening requirement for adjacent residential uses and zoning.
9. Per Section 407 of the Zoning Ordinance, 10-foot landscape yards are required along the lot lines fronting E. Mingus Avenue and N. 14th Street. A total of 7 trees and 21 shrubs are required within the E. Mingus Avenue landscape yard, and a total of 3 trees and 9 shrubs are required within the N. 14th Street landscape yard.

10. All exterior lighting shall meet the provisions of the State's Dark Sky Laws as well as the City's Lighting Code, [Section 408](#). Full, cut-off style shielding is required. Please submit a lighting plan with lumen calculations, lighting site plan, and cut sheets on all lighting fixture types.

Fire Department Rick Contreras, rcontreras@cottonwoodaz.gov (928) 634-2741 x2145

- As a reminder, all plans and designs shall fully comply with the 2018 International Fire Code {IFC} and the 2018 International Building Code {IBC} and per the Cottonwood Fire Departments Conditions. Please review the comments that are listed below.
- A full complete set of detailed stamped plans shall be provided to the Cottonwood Fire Department for review and prior approval of all phases before the work is permitted to start.

FIRE SPRINKLERS

1. Fire sprinklers shall be installed throughout the building{s} per NFPA 13R and all local regulations. The system shall be designed to meet the Hazard Class.
2. FDC signage is required, verify the exact verbiage and sign dimensions with the Cottonwood Fire Marshal. The FDC shall not exceed 4' in height. The installation of locking Knox Caps shall be connected to the FDC.
3. Sectional control valves, and all valves controlling water supply, shall be indicating type valves listed for the use with fire sprinkler systems, this will include the double check backflow device. These valves shall be monitored with an electric tamper switch per NFPA 72.
4. The Cottonwood Division Chief or his representative shall inspect any/all fire protection system{s} components prior to concealment. Call 24 hours in advance to schedule all fire inspections @ {928} 634-2741 The following inspections are required for Fire Sprinklers:
 - *Installation and testing of underground Fireline's*
 - *Inspection of the thrust blocks or joint restraints*
 - *The installation of Underground Fire Hydrants*
 - *#200 lb. test of the Fireline*
 - *Fireline Flush*
 - *Aboveground Rough-in & 200# test for Fire Sprinklers*
 - *Freeze Protection/Insulation.*
 - *Final system acceptance*
 - *Above and Below ground Certifications*

BUILDING FEATURES

5. Multiple Knox Boxes will be required to be installed on this project. Verify the exact type and placement location with the Cottonwood Division Chief. Provide a copy of the door keys to the Cottonwood Fire Department for placement into the Knox Box. {See Knox Box web site address below}
6. Multiple Fire extinguishers sizes and types are required per NFPA 10, coordinate quantities and placement locations with the Cottonwood Fire Marshal.

FIRE RISER ROOMS

7. Fire pump and automatic sprinkler system riser rooms shall be provided with doors and unobstructed passageways large enough to allow removal of the largest piece of equipment. (IBC 2018, 902.1) The space required to house fire riser rooms needs to be designed with “adequate space” and offer “sufficient” working room to inspect, service, repair, and replace equipment.
8. Fire Sprinkler Riser rooms are required to be installed with an exterior door and shall be maintained at a temperature of not less than 40°F (4°C). Heating units shall be permanently installed and shall have an automatic thermostat installed.
9. Fire riser rooms shall be constructed of non-combustible materials and rated for 1-hour fire protection or other approved means as approved by the Cottonwood Fire Marshal or his representative.
10. All risers shall have a minimum of 36" clear space at the front and 18" on the remaining sides.
11. Such rooms shall be of a size that will allow a minimum of 36-inch clearance around all portions of the fire riser assembly and in front of the fire alarm panel(s).
12. Lighting in the riser room shall be permanently installed.
13. Marking on the access door for automatic sprinkler system riser rooms and fire pump rooms shall be labeled with an approved sign.
14. The lettering shall be in a contrasting color to the background. Letters shall have a minimum height of 2 inches (51 mm) with a minimum stroke of 3/8 inch.
15. Provide “No Storage Allowed” signage inside of the Fire Sprinkler Riser room. Contact the Cottonwood Fire Department for signage detail

FIRE ALARM COMMENTS

16. Fire alarms shall be installed in all commercial and residential buildings per NFPA 72 and NFPA 70. {Monitoring of the Fire Riser}

17. Certification of completion per NFPA 72 shall be submitted to the Cottonwood Fire and Medical Department after testing and acceptance.
18. Fire Alarm panels shall have a minimum of 36-inch clearance around them.

FIRE HYDRANT AND FIRE FLOW COMMENTS

19. One Fire Hydrant is required to be installed on this project. Contact the Cottonwood Fire Department for direct placement of the Fire Hydrant.
20. All plans, designs and fire flow calculations shall fully comply with the 2018 International Fire Code Appendix B and Chapter 5 of the IFC and per the Cottonwood Fire Departments Conditions.
21. Fire hydrants and all water supply systems shall be installed, inspected, tested and accepted in accordance with all fire code requirements before any building materials and combustibles are allowed to arrive on site.

STREET / ACCESS / FIRE LANE COMMENTS

22. The driveway elevation grade bust shall meet all requirements of the Cottonwood Fire Department prior to approval. This driveway shall be capable of meeting all requirements for the CFD apparatus.
23. Surface shall be designed and maintained to support the imposed loads of all fire apparatus and shall be surfaced so as to provide all weather driving capabilities.
24. All Fire Lane access roads shall be capable of supporting the imposed load of fire apparatus weighing up to 80,000 {GVW}. This will include the alley.
25. All road widths turn around distance shall meet the requirements in the 2018 International Fire Code Appendix D and the City of Cottonwood conditions.
26. The minimum turning radius for all turns shall be thirty-five (35) feet inside turning radius and fifty (50) feet outside turning radius. Show all Fire Apparatus turning radius movements on the plans.
27. Fire lanes shall be provided and shall be a minimum of 20' wide and have a vertical clearance of 13'6" and maintained within 150' of any part of the building. All turn radius shall meet Appendix D of the 2018 IFC.
28. 12"x 8" red retro reflective Fire Lane signs stating "No parking by order of the Fire Marshal" shall be posted at every 75'

29. The secondary access gate into the property may require to be increased in width and shall require a Knox switch, keypad or other approved Knox device. Testing of the Knox device shall be conducted by the Cottonwood Fire Department.

30. Show all Fire Apparatus turning movements on the plans.

31. No trees or shrubs shall encroach into any Fire Lanes, especially at the entrance of the site. Also, no landscaping shall encroach the FDC or Fire Hydrants. Please coordinate any future placement of trees and shrubs within these corridors that may obstruct the Fire Lane from working correctly.

MAPPING / ADDRESSING COMMENTS

32. All addressing and street names shall be coordinated and approved with the Cottonwood Fire Departments Captain Jeff Boyd. All requirements and conditions shall meet the conditions of Chapter 5 and appendix D of the 2018 IFC.

33. Ten inch addressing shall be installed onto the building, six-inch numbering shall be installed onto the signage at the entrance.

FIRE DEPARTMENT ACCESS

34. A designated approved Fire Department access Fire Lane{s} shall be installed and maintained at all times during construction. No roll off bins, dumpsters or construction materials shall obstruct the Fire Lane at any time.

GENERAL COMMENTS

- We value your experience within the development/construction profession in Northern Arizona and look forward to hearing input from the developer so that we are all on the same page throughout this process.
- The contractor shall schedule an onsite meeting with the Cottonwood Division Chief at the start of the project.
- Schedule all Fire Inspections from Monday to Thursday 7:00am to 4:00pm

If there are any questions or comments, please feel free to contact me at 928} 634-2741 or email rcontreras@cottonwoodaz.gov

<https://www.knoxbox.com/Products>

- **No plan review approval will be provided until all conditions are fully met. These comments are preliminary and final determinations, comments and approvals will be**

provided upon review of the final sets of plans submitted. All comments and standards shall meet the City of Cottonwood Fire & Medical Department.

Public Works/Engineering – James Bramble, jbramble@cottonwoodaz.gov (928) 340-2770

1. This project will require a drainage study in accordance with City Ordinance 172 and the COC Engineering Design Standards Manual.
2. The owner will need to execute a maintenance agreement with COC for the permanent stormwater controls per COCEDSM 3.10.4 B.
3. A grading permit shall be required. The developer shall provide a set of grading plans sealed by a professional civil engineer registered in the State of Arizona.
4. Ensure that all historical drainage patterns are maintained. It is not clear how roof drains and the landscaped area on the south side will be routed to the detention area. A weir detention outlet may be necessary to avoid discharging concentrated flows downstream.
5. All work within the City right-of-way will require an approved City right-of-way encroachment permit and be subject to inspection and approval by the Engineering Department. The application for this permit can be obtained through the Public Works facility at 1490 West Mingus Avenue or on the City's official website.
6. All work within the public right-of-way shall conform to the latest version of the Uniform Standard Specifications for Public Works Construction as sponsored by the Maricopa Association of Government (MAG Standards) and the City of Cottonwood Engineering Design Standards Manual.
7. Pavement patching requirements will be provided once utility connections are determined.
8. The developer shall install half street improvements to include curb, gutter, six-foot wide sidewalk and half street pavement.
9. Ensure that the pavement taper on 14th Street still allows for a 26' wide paved roadway to the north. If not, construct the sidewalk parallel to the centerline and dedicate a sidewalk easement.
10. If the alley is intended for access, it shall be improved to support fire apparatus according to COC Detail 1610.
11. The developer shall provide a full set of final civil improvement plans to the City's Engineering Department for review and approval.

12. Public Works will require the design engineer to provide certification that the civil improvements were constructed in substantial conformance with the approved plans at project completion.
13. These comments are based on the information provided by the applicant. Additional comments may be added as the design progresses.

Risk Management – Amanda Wilber, [\(928\) 340-2713](mailto:awilber@cottonwoodaz.gov)

1. No comments.

Cottonwood Municipal Airport – Jeffrey S. Tripp, A.A.E. [\(928\) 340-2722](mailto:jtripp@cottonwoodaz.gov)

1. The Airport requests all purchasers or renters be provided with a copy of the Cottonwood Airport Traffic Area disclosure notice (reasonable similar to **Attachment A**) in all fair disclosure documents and CC&Rs. The Airport supports no-cost, reasonable access to airport/aviation-related disclosures and easement information to prospective residents and to the public.
2. Per **A.R.S. § 28-8486 Territory in the Vicinity of a Public Airport**, the Public Airport Disclosure Map (**Attachment B**) notifies owners and potential purchasers of property that is located in the vicinity of a public airport and hospital heliport. The proposed development is located near the flight patterns for the runway and the Verde Valley Regional Medical Center heliport. Residents/occupants will experience aircraft and helicopter overflight noise.
3. A Surface and Overhead Aviation Easement (**Attachment C**) is required and must be recorded by the Yavapai County Recorder's Office before the building permit is issued by the City. Any future owners shall be provided a copy of the recorded "Surface and Overhead Aviation Easement".
4. Airport staff reserves the right to append CRB comments or provide more specific information about requirements, conditions, applicable regulatory/safety processes, etc., as the project evolves.

Utilities – Russell Freye, P.E. [\(928\) 634-0186](mailto:rfreye@cottonwoodaz.gov)

1. City of Cottonwood standard specifications and details shall be used to construct and install water and sewer utilities. They shall be noted on or in the Construction documents.
2. Maintain water and sewer separation per City of Cottonwood and MAG Standards.
3. Capacity fees are to be paid for by the developer or owner.

4. Signed and sealed utility plans shall be submitted to the City of Cottonwood water and sewer department for review and approval prior to permit issuance.
5. Since Fire flows to the building are required for interior sprinkler system a backflow preventer per City of Cottonwood Standards will be required on the water service lines where applicable.
6. Depending on the water and sewer system layout, the property owner or developer could have to submit Approval to Construct (ATC) to ADEQ or appropriate paperwork from Yavapai County and provide completed forms to City of Cottonwood prior to construction permits being issued. This is also documented the City of Cottonwood Standards and Specifications.
7. The property owner or developer shall provide a third-party testing agency to inspect and ensure testing is done of installed utilities per the City of Cottonwood Design Standards. The testing reports shall be submitted to City of Cottonwood for documentation purposes.
8. Water for irrigation would need to be metered as well for the property.
9. Maintenance and repair of water and sewer utilities on private property is the responsibility of the property owner.
10. Final approval of Fire related water appurtenances and systems shall be at the approval of the City of Cottonwood Fire Department.
11. The water line in the alley that the plan shows connecting to is a 2" diameter line. There also 6" diameter lines in the 14th and 15th street corridors. The property owner or engineer of record shall provide hydraulic calculations that the all the water demands including fire flows can be met. Otherwise the property owner or developer shall upsize the line accordingly.
12. The only existing sewer main for connection is in Mingus Avenue. The connection into that sewer would need Public Works approval to be cut into due to the city ordinance of not allowing pavement to be removed and replaced within 5-years of installation.

Utilities Backflow Prevention – Doreen Flansburg, dflansburg@cottonwoodaz.gov (928) 634-0186 x 3308

1. No comments.

Police Department – Gareth Braxton-Johnson, gjohnson@cottonwoodaz.gov (928) 634-4246 x 2255

1. No comments.

Building Department- Cody Blazer, cblazer@cottonwoodaz.gov (928) 634-5505 x3368

1. All documents shall be submitted through the Community Development SmartGov portal.
2. All change orders which occur following the issuance of a building permit must be approved by city staff or they will be cited as part of the final inspection corrections and must be remedied before a certificate of occupancy will be issued.
3. All plans submitted shall meet the applicable code requirements of the 2018 I-Codes, 2009 A117.1, and the 2017 NEC.
 - IBC chapter 11 requires that R-2 dwelling units of 4 or more shall have Type B units, 20 or more shall be Type A units at all single-story units located on the accessible level and shall comply with Ch.10 of the A117.1.
 - Accessible parking stalls shall be provided in accordance with IBC 1106.
4. Fire sprinklers will be required and shall be submitted as a separate permit.
5. Where required by law all work will be performed by contractors licensed by the State of Arizona and the City of Cottonwood.
6. Address the site per code.
7. Plans shall bear the seal of a licensed design professional.
8. Exterior walls/openings shall be rated/protected in accordance with the respective fire separation distance specified in IBC Table 602.
9. All units shall be separated in accordance with IBC Section 420, 708, and 711, which shall be detailed.
10. Plan Review/Deposit fees shall be paid prior to initiating plan review. Fees are based on the 2012 ICC Fee Schedule.

Yavapai County Community Health Services – Robert Mumper,
robert.mumper@yavapaiaz.us (928) 634-6891

1. No comments

Housing Manager – Shannon Boone, sboone@cottonwoodaz.gov (928) 203-5126

1. No comments

NOTE: Changes to project proposals following approval which have been incorporated into permit submittal must be highlighted in writing and attached to the building permit, or they will not be considered approved.

Please reach out if you have any questions.

Sincerely,



Tina Hayden
Community Development Planner

Attachment A

DISCLOSURE OF THE COTTONWOOD AIRPORT TRAFFIC AREA

The City of Cottonwood (“City”) seeks to provide prospective buyers or renters of property near the Cottonwood Municipal Airport (“Airport”) with notice and information regarding the potential to experience airport noise within the Cottonwood Municipal Airport Traffic Area (“ATA”). In addition, the Airport currently provides recommended noise abatement procedures to all pilots. These procedures are posted at the airport; in various FAA and other aviation-related publications; and are broadcast on the Airport’s Automated Weather Observation System in an attempt to decrease the amount and impact of airport noise on surrounding residential areas whenever possible. The City is sensitive to aeronautical noise over residential areas; however, noise is an inevitable effect of operating a public airport, and cannot be fully eliminated.

In accordance with Arizona Revised Statutes Sections 28-8485 and 28-8486, the City is recording this Notice and the attached Municipal Airport Traffic Area and Noise Contour Maps in the Official Records of Yavapai County, and has also submitted them to the AZ Department of Real Estate for posting on its website.

Prospective buyers and/or renters of property within the Cottonwood Municipal Airport Traffic Area are hereby advised that:

- (a) Cottonwood Municipal Airport is located approximately 1.3 miles southwest of the center of the City of Cottonwood. The Airport is generally located between Route 89A to the north, Mesquite Drive to the south, Willard Street to the east, and Mingus Avenue to the west. The Cottonwood Municipal Airport Traffic Area map indicates the estimated current noise levels, in decibels, of certain areas of the Traffic Area.
- (b) The Airport is operated as a general aviation airport for City of Cottonwood and is used mostly for single engine and twin-engine airplanes, corporate jets, helicopters, unscheduled service of turboprop and jet aircraft, helicopter medical evacuation, and charter services that use both helicopters and fixed wing aircraft of various sizes.
- (c) Aircraft leaving or approaching the Airport may fly over nearby residential areas at varying altitudes depending on meteorological conditions, aircraft type, aircraft performance, and pilot proficiency.
- (d) The Airport encourages aviators to follow the published noise abatement procedures, which may change from time to time. However, the Airport is open 24 hours / 7 days per week per Federal Aviation Administration requirements which means takeoffs and landings may occur at any hour.
- (e) The average number of takeoffs and landings at the Airport in calendar year 2023 was approximately 50,000 per year. However, that number varies, and has steadily increased in correlation with the population growth of the City of Cottonwood and surrounding Verde Valley and flight training activity.

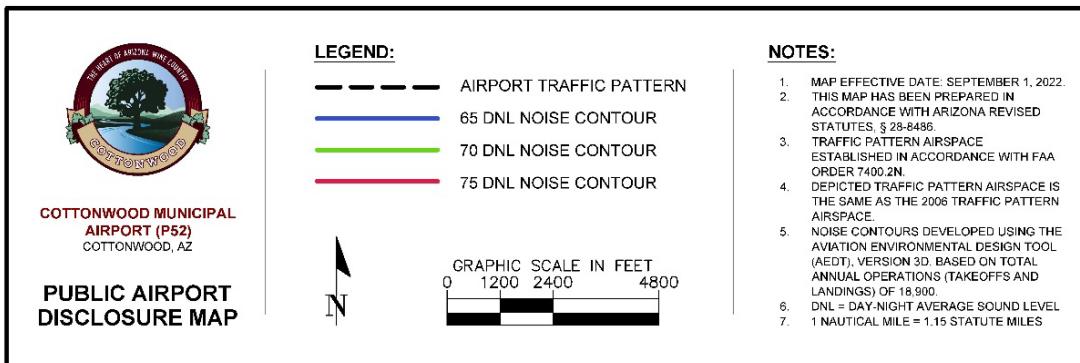
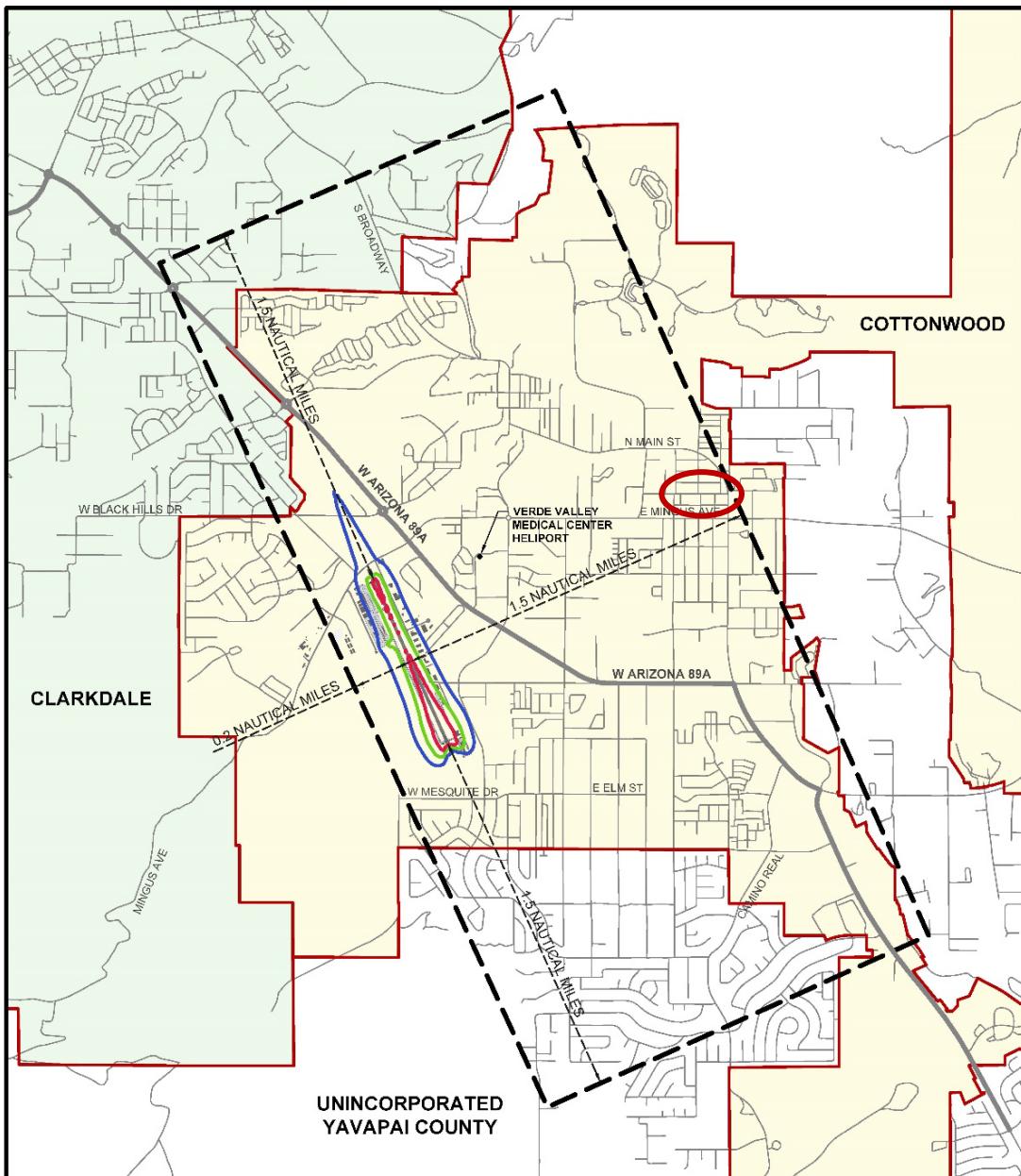
(f) Flights over properties within the ATA may generate noise. The volume, pitch, amount, and frequency of such noise varies depending the altitudes at which the aircraft fly, wind direction and other meteorological conditions, and the number or type of aircraft.

(g) The Airport has, and will continue to implement noise abatement procedures. These procedures include informing aviators of the procedures that may help reduce or minimize aircraft noise within the ATA. These noise abatement procedures are published in various FAA and other aviation publications, and they are also on the Airport's website.

The Arizona Department of Real Estate – <https://azre.gov/public-airports>

Attachment B

PUBLIC AIRPORT DISCLOSURE MAP



Attachment C

SURFACE AND OVERHEAD AVIGATION EASEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between _____, ("Grantor"), and the CITY OF COTTONWOOD, a municipal corporation of the State of Arizona. ("Grantee").

WHEREAS, Grantor is the owner of certain real property in Yavapai County, Arizona, more particularly described as parcel(s) _____ on Exhibit A, attached hereto and by this reference incorporated herein ("the Property").

NOW, THEREFORE, the Grantor, for themselves, their heirs, administrators, executors, successors and assigns do hereby grant the following appurtenant rights and benefits to the (Cottonwood Municipal Airport) hereinafter called the "Grantee" for the use and benefit of the public.

The appurtenant rights and benefits include the uses, rights and restrictions described as follows:

The unobstructed use and passage of all types of aircraft in and through the airspace at any height or altitude above the surface of the land.

The right of said aircraft to cause noise, vibrations, fumes, deposits of dust, fuel particles (incidental to the normal operation of aircraft); fear, interference with sleep or communication, and any other effects associated with the normal operation of aircraft taking off, landing or operating in the vicinity of Cottonwood Municipal Airport.

As used herein, the term "aircraft" shall mean any and all types of aircraft, whether now in existence or hereafter manufactured and developed, to include jet, propeller-driven, civil, military or commercial aircraft; helicopters, regardless of existing or future noise levels, for the purpose of transporting persons or property through the air, by whoever owned or operated.

In granting this easement, the Grantor agree to construct no buildings taller than one hundred feet (100') in height from the surface of the above listed property.

The Grantor agrees that during the life of this easement, they will not construct, erect, suffer to permit or allow any structure or trees on the surface of the burdened property taller than the height listed above.

The Grantor agrees to keep the easement area free of the following: structures (permanent or temporary) that might create glare or contain misleading lights; fuel handling and storage facilities and smoke generating activities and creation of any means of electrical interference that could affect the movement of aircraft over the easement area.

Grantor agrees to waive all damages and claims for damages caused or alleged to be caused by the Grantors violation of any aspect of this easement document. The (Cottonwood Municipal Airport) has a perpetual right of ingress/egress in the easement area and the right to remove any new

structure or vegetation that is taller than the height listed above.

TO HAVE AND TO HOLD said easement and right of way, and all rights appertaining thereto unto the Grantee, its successors, and assigns, until said Cottonwood Municipal Airport shall be abandoned and shall cease to be used for public airport purposes. It is understood and agreed that all provisions herein shall run with the land and shall be binding upon the Grantor, their heirs, administrators, executors, successors and assigns until such time that the easement is extinguished.

IN WITNESS WHEREOF, the grantor has hereunto set their hands and seals this _____ day of _____, 20__.

GRANTORS: _____
By: _____

STATE OF _____)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me, the undersigned notary public, This
____ day of _____, 20__ by _____ as the

of _____

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Notary Public

GRANTEE:

City of Cottonwood
By: _____

, Mayor

APPROVED AS TO FORM:

ATTEST:

, City Attorney

, City Clerk



Meeting Date: May 20, 2024
Subject: Request to modify stipulation of Design Review approval.
Department: Community Development
From: Gary Davis

REQUESTED ACTION

Consider request to modify stipulation of Design Review approval to allow additional time to complete the development.

SUGGESTED MOTION

If the Commission desires to approve the modification, the suggested motion is:
"I move to approve the modification of Stipulation Number 8 to require a Certificate of Zoning Compliance be issued within 48 months of the July 18, 2022 Commission action, leaving all other stipulations in place."

BACKGROUND

On July 18, 2022, the Planning and Zoning Commission approved a Design Review application for a planned 48-unit multi-family development at 718 N. Main Street named Bungalows on Main (DR-22-008). Several stipulations were attached to the Design Review approval, including dedication of easements for natural open space and a trail, and obtaining a certificate of zoning compliance (following project completion) within 24 months of the approval (see Notice of Action, attached).

The applicant has submitted a letter (attached) requesting more time, citing economic conditions as the reason for the delay in construction. The applicant has purchased the land, and has dedicated the easements as stipulated. Staff's suggested motion would grant the applicant an additional two years from the original approval date.

JUSTIFICATION/BENEFITS/ISSUES

Approval of the requested modification allows more time for the applicant to complete the planned multi-family housing development.

COST/FUNDING SOURCE

There is no cost associated with this request for modification.

ATTACHMENTS

[Bungalows on Main Permit Extension Request.pdf](#)
[Site_Plan_DR_APPROVED.pdf](#)
[20220719_NOA_PZ_DR_Bungalows.pdf](#)

**ATTN: CITY OF COTTONWOOD
COMMUNITY DEVELOPMENT DEPARTMENT**

RE: Bungalows on Main - Permit Extension Request.

718 N Main Street, Cottonwood, AZ 86326

DATE: April 30, 2024.

Dear Planning and Zoning Commission,

In regards to the Bungalows on Main proposed development, we are requesting a time extension to our Design Review conditions currently set to expire on July 18, 2024. We are not requesting any modifications to any approvals or permits and plan on building our project as approved. However, due to economic constraints, specifically in the debt markets, our project has been stalled.

We are committed to starting the project after interest rates subside, but the current instability and unknown direction of overall economy has caused our approvals to be shelved by lenders during this interim.

We are committed to developing the property once the economics of our situation changes. A few items to prove our commitment are the following:

- 1) We Closed and own the land.**
- 2) We Granted the requested town, "Trail Easement" through our site**
- 3) We Granted the requested town, "Natural Area Open Space Easement" on our hillside.**

Thank you for your consideration as we remain committed to bringing Bungalows on Main to Cottonwood.

Jordan Scott



Manager

BOM Cottonwood, LLC
602-750-8407



NOTICE OF ACTION

VIA EMAIL

July 19, 2022

Jordan Scott
LNN Enterprises, Inc.
9 W. Cherry Street, Ste. A
Flagstaff, AZ 86001

RE: DR 22-008 The Bungalows on Main 718 N. Main Street

Dear Mr. Scott,

This letter is your formal notice concerning action taken by the Planning & Zoning Commission on the above referenced application. On July 18, 2022, the Commission *approved* the request for a Design Review for The Bungalows on Main with the following stipulations:

1. The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the July 18, 2022 meeting.
2. The project shall conform to Code Review Board comments dated May 26, 2022 and any additional Code Review Board comments.
3. Any exterior lighting shall meet the provisions of Zoning Ordinance Section 408 Outdoor Lighting Requirements.
4. Applicant shall coordinate with City Community Development, Public Works, and Utilities departments to ensure that landscaping is installed in accordance with Zoning Ordinance Section 407.E. to the greatest extent possible while avoiding conflicts with existing infrastructure along Main Street. A revised landscaping plan shall be submitted and be approved by the City prior to issuance of building permits.
5. Separate permits are required for any future signs.
6. All addressing and street names shall be coordinated and approved by the Cottonwood Fire & Medical Department and shall meet all requirements of the 2018 IFC.

7. The applicant shall dedicate a public trail easement for a trail at approximately the 7th Street alignment, and shall dedicate a natural open space easement for the undeveloped portions of the site west of the trail easement.

8. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 24 months of the Planning Commission action.

Any applicant or citizen of the City of Cottonwood who is dissatisfied or aggrieved by the decision of the Planning and Zoning Commission may appeal such decision to the City Council by filing a written Notice of Appeal with the City Clerk, not later than fifteen (15) days from the date of the decision.

Please call me at (928) 634-5505, extension 3322 if you have any questions.

Sincerely,



Gary Davis
Senior Planner

cc: *Cody Blazer, Building Official*
 Planning/Building/Address Files



Meeting Date:	May 20, 2024
Subject:	Amendment to the Cottonwood Zoning Ordinance Sections 201 Definitions, 404 General Provisions, 406 Parking Requirements, 410 GA Zone (General Agricultural), 411 AR-43 Zone (Agricultural Residential), 412 AR-20 Zone (Agricultural Residential), 413 R-1 Zone (Single Family Residential), 414 R-2 Zone (Single Family/Multiple Family Residential), 415 R-3 Zone (Multiple Family Residential), 416 R-4 Zone (Single Family/Multiple Family/Manufactured Home), 418 C-1 Zone (Light Commercial), 425 AR-70 Zone (Agricultural Residential), 427 Old Town Special Planning Area, and 428 AR-87 Zone (Agricultural Residential), and adding Section 312 Affordable Housing; allowing accessory dwelling units in all residential zones that permit single family dwellings, authorizing incentives for development of affordable housing, and amending requirements for building setbacks, building heights, accessory buildings, and parking.
Department:	Community Development
From:	Gary Davis

REQUESTED ACTION

Discussion of proposed Zoning Ordinance Amendments related to housing affordability and accessory dwelling units.

SUGGESTED MOTION

N/A Discussion only.

BACKGROUND

The short supply of housing in the Verde Valley, especially affordable housing, has been identified as one of the most critical issues facing the City of Cottonwood. Community Development staff, in coordination with the Housing Manager and Strategic Initiatives Director, have drafted proposed amendments to Cottonwood's Zoning Ordinance intended to spur an increase in two types of housing:

1. Small for-rent Accessory Dwelling Units (ADU's), and
2. For-rent and for-sale housing that would be bound by a development agreement to be offered at specified levels of affordability

In addition, the draft amendments include changes to development standards intended to provide greater flexibility for residential developments. Staff would like to discuss the draft

amendments with the Planning and Zoning Commission to identify possible changes to the draft before scheduling a public hearing for a Zoning Ordinance amendment.

ACCESSORY DWELLING UNITS

The draft amendment would establish the ADU as a new type of dwelling unit, a smaller, subordinate dwelling on the same lot as a single-family dwelling (Section 201 and new Section 404.DD) and permit ADU's in all residential zones that permit single-family dwellings (GA, AR-43, AR-20, R-1, R-2, R-3, R-4, AR-70, AR-87). The definition of ADU's would allow them to be either detached or attached to the principal dwelling. To help ensure compatibility with existing neighborhoods, the draft development standards would require ADU's to have a floor area no greater than 75% of the principal dwelling's floor area, and to be located in side or rear portion of a lot. In most zones, ADU's could be located as close as five feet from a side and rear lot line, but would be limited to 12 feet in height, except for the portions of an attached ADU located within the regular side and rear yard setbacks, where the height could be no greater than the principal dwelling.

Currently, the Zoning Ordinance permits a "guest house" in limited circumstances in some zones, and requires that they be used only by the family occupying the principal dwelling. The proposed amendment would eliminate the Guest House provisions, and replace them with the ADU, which would permit renting to persons outside the family. The draft includes a requirement to record a covenant prohibiting ADU's from being used as short-term rentals (new Section 404.DD.9).

AFFORDABLE HOUSING INCENTIVES

The draft amendment would authorize the City to adjust some development regulations, fees, and off-site improvements as part of a development agreement for affordable housing (new Section 312). Under such an agreement, the developer must commit to providing housing that is affordable based on a percentage of the Area Median Income, over a specified time period, and record a covenant prohibiting affordable units from being used as short-term rentals. Specific affordability levels and proportions of affordable units within developments can be listed in a DIGAH (Development Incentives and Guidelines for Affordable Housing) policy document, and can be negotiated between the developer and the City in the preparation of a development agreement.

OTHER CHANGES

The draft amendment also contains changes to development standards, aimed at increasing flexibility for potential housing developments while preserving the character of established neighborhoods. These changes include:

- Allowing covered porches or patios to extend ten feet into the required front yard setback rather than six feet (Section 404.G.4)
- Increasing the height of accessory buildings that encroach on side and rear setbacks from eight to twelve feet, consistent with proposed ADU heights (Section 404.G.6)
- Clarifying the wording of the subsection that allows the Community Development Director to reduce the required number of parking spaces where justified (Section 406.D.7)
- Deleting the Maximum Lot Coverage limit in the R-1 (Single-Family Residential), R-2 (Single-family/Multiple-family Residential), R-3 (Multiple-family Residential), and R-4 (Single-family/Multiple-family/Manufactured Home) zones
- Deleting the required Minimum Dwelling Size in the R-2, R-3, and R-4 zones

- Reducing the R-2 zone's required front yard setbacks from 20 to 10 feet, and rear yard setback from 20 to 5 feet
- Reducing the R-3 and R-4 (Multiple-family) zone's rear yard setback from 15 feet to 5 feet
- Adjusting the maximum building height in the R-2, R-3, and R-4 zones to require that multi-family dwellings be no higher than 16 feet or twice the distance to any lot line shared with a R-1 or AR zoned lot (whichever is greater), to avoid tall multiple family buildings being built directly adjacent to single-family neighborhoods

After discussion of this draft, staff will make any needed changes and schedule the Zoning Ordinance amendment for a public hearing at a future Planning and Zoning Commission meeting.

JUSTIFICATION/BENEFITS/ISSUES

N/A

COST/FUNDING SOURCE

N/A

ATTACHMENTS

[ZO-24-003 Housing Draft 20240513 Markup.pdf](#)

PROPOSED AMENDMENTS TO THE COTTONWOOD ZONING ORDINANCE

ARTICLE II – DEFINITIONS

SECTION 201. GENERAL.

For the purpose of this Ordinance, certain words and terms used herein are defined as follows: All words used in the present tense include the future tense, all words in the plural number include the singular number, all words in the singular number include the plural number, unless the natural construction of the wording indicates otherwise. The word “shall” is mandatory and not discretionary. Other words and phase-phrases used in this Ordinance shall have the following meaning:

.....

ACCESSORY BUILDING - A building or structure which that is subordinate to and the use of which is customarily incidental to that of the main principal building, structure or use on the same lot or parcel.

ACCESSORY DWELLING UNIT, ATTACHED – A dwelling that is attached to a principal single-family dwelling, but is a separate living space and smaller and subordinate to the principal dwelling.

ACCESSORY DWELLING UNIT, DETACHED – A dwelling that is detached from a principal single-family dwelling, and is subordinate to the principal dwelling.

AFFORDABLE HOUSING – A residential development that is subject to a development agreement, approved by the City, under which some or all of its dwellings are to be offered at rents or sale prices that do not exceed a certain level in relation to the area median income, over a specified time period.

.....

DWELLING – A building or portion thereof designed exclusively for residential purposes, including single-family and multiple-family dwellings; but not including hotels, apartment hotels, boarding and lodging houses, fraternity and sorority houses, rest homes and nursing homes, or child care nurseries.

DWELLING, ACCESSORY – see ACCESSORY DWELLING UNIT

DWELLING, MULTIPLE-FAMILY – A dwelling in a building designed exclusively for occupancy by or occupied by two (2) or more families living independently of each other, or in a detached building located on the same lot as other dwellings. This definition pertains to land use for purposes of this Zoning Ordinance, and is independent from current building codes' definitions of dwelling types.

DWELLING, SINGLE-FAMILY – A ~~detached or~~ site-built ~~or factory-built~~ building designed exclusively for occupancy by or occupied by one family for residential purposes, ~~located on a lot with no other dwellings except Accessory Dwelling Units. This definition pertains to land use for purposes of this Zoning Ordinance, and is independent from current building codes' definitions of dwelling types.~~

.....

GUEST HOUSE – ~~see ACCESSORY DWELLING UNIT A detached accessory building containing a separate living area to be used by the occupants of the premise, family members and their guests, and which has a sleeping area, sanitary facilities, and with or without separate cooking facilities. Said use shall be clearly secondary and subordinate in size and location to the primary residence, meet all other applicable standards and not be offered as a separate rental unit.~~

.....

ARTICLE III – PROCEDURES

SECTION 312. AFFORDABLE HOUSING

A. PURPOSE.

The City of Cottonwood finds that a shortage of affordable housing is detrimental to the economy and character of the City and the Verde Valley region. This section of the Zoning Ordinance provides for adjustments to development standards and to development fees, intended to incentivize the development of housing that is affordable to households of low and moderate incomes.

B. DEVELOPMENT AGREEMENT

The provisions of this subsections C and D are subject to City approval of a development agreement in which the City agrees to grant adjustments to specified development standards, fees, and off-site improvement requirements, and the developer agrees to:

1. Provide during a specified time period a certain proportion of dwelling units for sale or rent at levels tied to the monthly Area Median Income (AMI) for Yavapai County, as set annually by the U.S. Department of Housing and Urban Development, and
2. Record a covenant running with the land stipulating the specified affordable units shall not be used for Short-Term Rentals as defined in Cottonwood Municipal Code Title 5, and

3. Monitoring by the City during the specified time period, and penalties for noncompliance.

C. ADJUSTMENTS TO DEVELOPMENT STANDARDS

1. Multi-family for-rent development. The City may enter a development agreement with the developer of a for-rent multi-family development to make adjustments to required development standards if a specified percentage of units is to be rented at or below set thresholds for a period of not less than thirty years.
2. Single-family for-sale development. The City may enter a development agreement with the developer of a for-sale single-family development to make adjustments to required development standards on individual lots if the lots are to be sold at or below set affordability levels.

D. ADJUSTMENTS TO REQUIRED DEVELOPMENT FEES AND OFF-SITE IMPROVEMENTS

1. Multi-family for-rent development. The City may enter a development agreement with the developer of a for-rent multi-family development to reduce some or all of the City's adopted development fees or required off-site improvements if a specified percentage of units is to be rented at or below set thresholds for a period of not less than thirty years.
2. Single-family for-sale development. The City may enter a development agreement with the developer of a for-sale single-family development to reduce some or all of the City's adopted development fees or required off-site improvements if the lots are to be sold at or below set affordability levels.

.....

ARTICLE IV – ZONING DISTRICTS

.....

SECTION 404. GENERAL PROVISIONS.

SECTION 404 CONTENTS:

A. APPLICATION.
B. USE RESTRICTIONS.

C. NONCONFORMING LOTS OF RECORD.

<u>D. REDIVIDING OF RECORDED LOTS.</u>	<u>SALES, AND SIMILAR ACTIVITIES.</u>
<u>E. STREET DEDICATION REQUIREMENTS.</u>	<u>Q. EXTERIOR LIGHTING.</u>
<u>F. SITE UNSUITABILITY.</u>	<u>R. PUBLIC SERVICE FACILITIES.</u>
<u>G. YARD, LOT, AND AREA REQUIREMENTS.</u>	<u>S. TRASH ENCLOSURES.</u>
<u>H. HEIGHT REGULATIONS.</u>	<u>T. STRUCTURES NEAR AIRPLANE RUNWAY OR LANDING STRIP.</u>
<u>I. HEIGHT LIMITATIONS ON CORNER LOTS.</u>	<u>U. MOVING OF BUILDINGS.</u>
<u>J. WALLS AND FENCES.</u>	<u>V. PERFORMANCE STANDARDS.</u>
<u>K. DUMPING, DISPOSAL, AND EXCAVATION.</u>	<u>W. USE OF PUBLIC SIDEWALK.</u>
<u>L. OUTDOOR STORAGE AND JUNK VEHICLES.</u>	<u>X. CAMPING WITHIN THE CITY LIMITS.</u>
<u>M. STORAGE AND PARKING OF MOBILE HOMES, RECREATIONAL VEHICLES, AND TRAILERS.</u>	<u>Y. GROUP HOME FOR THE HANDICAPPED.</u>
<u>N. HOME OCCUPATIONS</u>	<u>Z. BOARDING HOUSE REGULATIONS.</u>
<u>O. ANIMALS AND PETS.</u>	<u>AA. CORRECTIONAL TRANSITIONAL FACILITY.</u>
<u>P. CARNIVALS, CIRCUSES, REVIVALS, RODEOS, SWAP MEETS, OUTDOOR RETAIL</u>	<u>BB. BED & BREAKFAST ESTABLISHMENTS.</u>
.....	<u>CC. TINY HOUSES.</u>
<u>G. YARD, LOT, AND AREA REQUIREMENTS.</u>	<u>DD. ACCESSORY DWELLING UNITS.</u>

.....

G. YARD, LOT, AND AREA REQUIREMENTS.

.....

3. Projections Over Required Yards:

- a. Awnings, open fire balconies, fire escape stairs, window type refrigeration units, suspended or roof evaporative coolers, and similar features may project not more than five (5) feet over any required side or rear yard, provided that they shall be no closer than three (3) feet to any lot line and shall not project into any required front yard.

- b. Architectural details such as canopies, cornices and eaves may project not more than three (3) feet over any required yard, provided that they shall be no closer than three (3) feet from any lot line.
 - c. Sills, leaders, belt courses and similar ornamental features may project not more than six (6) inches over or into any required yard.
4. Porches, Patios and Steps: Architectural features providing a transition from the outside to the inside of buildings are permitted, subject to the following conditions:
 - a. Unroofed porches, terraces, patios, steps or similar features not over three (3) feet in height above grade, may project into any required yard, provided that projections into required front yards shall not exceed ten (10) feet from the main wall of the building, and provided that they shall be no closer than three (3) feet from any the front or side lot line.
 - b. ~~In commercial and industrial zones, unless restricted by this ordinance, covered porches, terraces, patios, steps or similar covered features may project up to ten (10) six (6) feet into a required front yard, provided said projections shall not exceed fifty percent (50%) of the lineal frontage of subject building face encroach on a required landscape yard, and provided the front and sides of the structure shall remain open and are not enclosed with windows, walls, screens or similar materials.~~
 - c. ~~Roofed or unroofed porches, terraces, patios, steps or similar features shall be subject to current building and fire codes. In residential zones, unless restricted by this ordinance, covered porches, terraces, patios, steps or similar covered features may project up to six (6) feet into a required front yard, provided the front and sides of the structure shall remain open and are not enclosed with windows, walls, screens or similar materials.~~
5. Accessory Structures (Attached): A private automobile garage, carport or accessory structure having any part of a wall in common with a dwelling shall be considered an integral part of the main building in determining yard, lot and area requirements. An attached Accessory Dwelling Unit may encroach on a side or rear yard if permitted by the development standards of the zoning district. The determination of yard requirements shall not include covered front porches, patios and decks permitted to project into a front yard setback area, where allowed by this ordinance.
6. ~~Swimming Pools and~~ Detached Accessory Buildings
 - a. ~~Swimming Pools: A swimming pool, in any zone shall not be located in the required front yard, shall be at least five (5) feet from the main structure, shall be at least five (5) feet from the rear and interior side lot lines and shall maintain side yard setbacks from the street side lot lines as required for the main structure in that zone.~~ *[moved to 7., below]*

ab. Detached Accessory Buildings in Commercial and Industrial Zones: Any detached accessory building in a commercial or industrial zone shall not be located in the required front yard, shall be at least ten (10) feet from the main structure, shall be at least five (5) feet from the rear and interior side lot lines and shall maintain side yard setbacks from the street side lot lines as required for the main structure in that zone. All accessory buildings including galvanized and zinc-coated structures must be painted.

be. Detached Accessory Buildings in Residential Zones (except Accessory Dwelling Units):

- (1) Accessory buildings permitted under this subsection ~~shall be no more than eight (8) feet in height, may encroach on side and rear yards required in a zoning district, provided they do not exceed 12 feet in height, shall be not be~~ located in the required front yard, ~~shall be are~~ at least ten (10) feet from the main structure, ~~shall be and are~~ at least five (5) feet from the rear and interior side lot lines. On corner lots, no accessory structure shall be placed in a side or rear yard abutting a street frontage.
- (2) Accessory buildings over ~~12~~ ~~eight (8)~~ feet in height must meet all the ~~setback front, side, and rear yard~~ requirements for the principal building in that zone.
- (3) In the AR-20, R-1, R-2, R-3, R-4, and CR zones, no accessory building or aggregate of accessory buildings shall exceed 2,000 square feet except by approval of a conditional use permit.
- (4) In the GA, AR-87, AR-70 and AR-43 zones, no accessory building or aggregate of accessory buildings shall exceed 3,000 square feet except by approval of a conditional use permit.
- (5) In the MH zone, no single accessory building or aggregate of accessory buildings shall exceed 750 square feet except by approval of a conditional use permit.
- (6) All accessory buildings, including galvanized and zinc-coated structures must be painted.
- (7) ~~Residential Accessory Buildings: No building which is accessory to any residential building shall be erected to a height greater than one (1) story or sixteen (16) feet to the peak or highest point of the roof, except as otherwise may be permitted by a conditional use permit.~~

cd. Detached Accessory Dwelling Units: Yard requirements for Accessory Dwelling Units are provided in Section 404.DD and in the development standards of each zoning district in which they are permitted. Guest House in Residential Zones:

- (1) Where listed as a Permitted or Conditional Use, one (1) detached guest house may be considered for parcels or lots with no more than one single-family dwelling.
- (2) The parcel or lot must meet the minimum size required for the zoning district where the use is proposed and any other area requirements specified through the zoning.
- (3) The guest house shall not exceed 750 square feet of livable building area.
- (4) The guest house shall meet all setbacks and building separation requirements as the primary residence and it shall be located to the rear of the primary residence.
- (5) The guest house shall not have a separate primary property address.
- (6) The guest house shall not have a separate set of utility meters for water, electricity or natural gas; or separate sewer connections.
- (7) One (1) additional off street parking space shall be required for the Guest House, in addition to the off street parking required for the primary residence. The guest house shall share a common driveway with the primary residence with no additional driveway access allowed from the street to accommodate the guest house.
- (8) Manufactured homes, mobile homes, travel trailers, recreational vehicles and similar structures shall be prohibited for use as guest homes in all districts.
- (9) Guest homes may include a full kitchen; however, such units shall not be used as separate rental units. The guest house is intended for sole use by the occupants of the primary residence and their non-paying guests.

7. Swimming Pools: A swimming pool, in any zone shall not be located in the required front yard, shall be at least five feet from the main structure, shall be at least five feet

from the rear and interior side lot lines and shall maintain side yard setbacks from the street side lot lines as required for the main structure in that zone.

87. Solar Units: Solar heating and solar cooling units, solar greenhouses and associated apparatus may, notwithstanding any other provision of this Ordinance, be located in a required rear or side yard provided that such apparatus does not cover more than thirty (30) percent of that side or rear yard and shall be no closer than two (2) feet to any lot line.

98. Service Station Pumps: No automobile service station pump shall be located closer than twenty-four (24) feet from a street property line nor closer than fifty (50) feet from a residential, agricultural or mobile home zone.

.....

DD. ACCESSORY DWELLING UNITS.

1. In zoning districts where it is listed as a permitted use, one Accessory Dwelling Unit may be located on a lot, in addition to a permitted single-family dwelling, subject to the development standards of the zoning district.
2. In multiple-family zoning districts:
 - a. One Accessory Dwelling Unit is permitted on a lot that contains single-family dwelling.
 - b. An Accessory Dwelling Unit shall not count as a separate dwelling unit for purposes of calculating lot area per dwelling unit.
 - c. No Accessory Dwelling Unit is permitted on a lot with two or more multiple-family dwellings.
3. An Accessory Dwelling Unit may contain independent living, sleeping, cooking, and sanitation facilities.
4. Floor area of an Accessory Dwelling Unit shall not exceed 75% of the principal dwelling's floor area, or 1,200 square feet, whichever is less.
5. Detached Accessory Dwelling Units:
 - a. Shall be separated from other buildings by at least 10 feet; separation may be reduced with fire rated walls, subject to approval by the Building Official and Fire Marshal.
 - b. Shall not encroach on the yard requirements of a zoning district unless otherwise permitted in that district's development standards.
 - c. Shall not exceed one story and 12 feet in height.

6. Attached Accessory Dwelling Units:

- a. May share one or more common walls with the principal dwelling, in compliance with fire separation requirements of current building and fire codes.
- b. Shall not encroach on the yard requirements of a zoning district unless otherwise permitted in that district's development standards.
- c. Shall not exceed the existing height of the principal dwelling, and the height of any portion of the Accessory Dwelling Unit that encroaches on the standard setback requirements shall not exceed one story and 12 feet.

7. Manufactured homes, mobile homes, travel trailers, recreational vehicles and similar structures shall be prohibited for use as Accessory Dwelling units in all districts.

8. An Accessory Dwelling Unit may be a site-built or factory-built building, or a tiny house built off-site on a chassis where the suspension/axel components have been removed and the chassis is permanently attached to a permanent foundation, and shall be subject to the same building and fire codes as detached single-family dwelling units.

9. No building permit for an Accessory Dwelling Unit may be issued until recordation of a covenant running with the land stipulating that the Accessory Dwelling Unit shall not be used as a Short-Term Rental unit, as defined in the Cottonwood Municipal Code.

.....

SECTION 406. PARKING AND LOADING REQUIREMENTS.

.....

D. SCHEDULE OF REQUIRED OFF-STREET SPACES

1. Off-street parking spaces shall be provided for each specified use in accordance with the schedule below:
2. Definitions: In calculating the total number of required parking spaces, “Usable area” as used herein shall mean the area capable of being devoted to the specified use (does not include spaces as kitchens, restrooms, hallways, etc.) and the term “seat” shall also include each thirty (30) inches of bench seating when individual seats are not provided. Off-street parking spaces include carports and enclosed garages.

3. Mixed Uses: In the event of mixed uses, the total requirement for off-street parking spaces is the sum of the requirements of the various uses computed separately.
4. Fractional Amount: In calculating the total number of required off-street parking spaces, fractional amounts are to be rounded to the nearest whole number (1/2 shall be rounded to the next highest number).
5. Unlisted Uses: Parking requirements for a specific use not listed in this Section shall be determined by the Planning and Zoning Commission or Development Review Board.
6. Compact Car Stalls: Up to ten percent (~~10%~~) of the required number of parking spaces may be used to accommodate compact cars, if specifically marked, with stall sizes of a minimum width of 7'6" and a minimum length of 15'.
7. Reduction of Requirements: Requests to reduce the number of required parking spaces otherwise applicable parking requirements may be granted by the Community Development Director after the applicant shows that: submits written materials demonstrating that because of the unique nature of the existing or proposed land use, or the property's proximity to available on-street parking, transit stops, or pedestrian/bicycle facilities, below normal parking demands will be generated, and the proposed reduced number of spaces will likely be adequate.
 - A. Because of the unique nature of the specific existing or proposed land use, the size, shape, or location of the property, or due to an unusually large number of pedestrian or transit trips, below normal parking demands will be generated; and
 - B. The reduced parking supply will still accommodate the vehicular traffic without increasing traffic or on-street parking problems in adjacent areas and neighborhoods.
 1. It shall be the responsibility of the applicant requesting such reduction to prove that the above conditions have satisfactorily been met.

8. Schedule:

a. RESIDENTIAL USE:

USE	SPACES
(1) <u>Single-Family Dwellings One or Two family residences</u>	2 per dwelling unit.
(2) <u>Accessory Dwelling Unit</u>	<u>1 per dwelling unit</u>

<u>(23) Multiple-Family Dwelling Units</u> (two or more) per lot: Efficiency Units One-Bedroom Units Two or More Bedroom Units	1.2 per dwelling unit. 1.5 per dwelling unit. 1.7 per dwelling unit.
<u>(34) Rooming Houses, fraternities, sororities, resident clubs, lodges:</u>	1 per sleeping room or one per bed, whichever is greater.
<u>(45) Manufactured Home Parks and Subdivisions:</u>	2.1 per manufactured home site.
<u>(56) Guest spaces for Multi-Family Dwellings:</u>	0.25 per each 2+ bedroom units.

.....

SECTION 410. "GA" ZONE, GENERAL AGRICULTURAL.

.....

B. PERMITTED USES.

1. One ~~(1)~~ single-family dwelling. Mobile home(s) and manufactured home(s) are prohibited.
2. One ~~(1)~~ Accessory Dwelling Unit, subject to the provisions of Section 404.DD. guest house. Guest house may be a site-built or factory-built building, or a tiny house built off-site on a chassis where the suspension/axel components have been removed and the chassis is permanently attached to a permanent foundation.
3. Keeping of large animals such as cattle and horses, but not to exceed one head per 20,000 Sq. Ft. of lot area. Swine and goats are prohibited except as allowed by Section 404.O.2. All such animals shall be owned by members of the family occupying the premises.
4. The keeping of fowl.
5. Customary accessory uses and buildings, provided such uses are incidental to the principal use, subject to the provisions of Section 404.G.6.
6. Publicly owned and operated parks and recreation areas.
7. Home occupations.

8. Churches or similar places of worship.
9. Schools: Public and private elementary and high.
10. Colleges, universities and professional schools.

.....

SECTION 411. “AR-43” ZONE, AGRICULTURAL RESIDENTIAL.

B. PERMITTED USES.

1. One (1)-single-family dwelling. Mobile home(s) and manufactured home(s) are prohibited.
2. One (1)-Accessory Dwelling Unit, subject to the provisions of Section 404.DD. guest house. Guest house may be a site-built or factory-built building, or a tiny house built off site on a chassis where the suspension/axel components have been removed and the chassis is permanently attached to a permanent foundation.
3. Noncommercial farming and agriculture, not including the keeping of livestock.
4. Keeping of large animals such as cattle and horses, but not to exceed one head per 20,000 Sq. Ft. of lot area. Swine and goats are prohibited except as allowed by Section 404.O.2. All such animals shall be owned by members of the family occupying the premises.
5. The keeping of fowl.
6. Customary accessory uses and buildings, provided such uses are incidental to the principal use, subject to the provisions of Section 404.G.6.
7. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
8. Publicly owned and operated parks and recreation areas.
9. Home occupations.
10. Churches or similar places of worship.

11. Schools: Public and private elementary and high.

12. Colleges, universities and professional schools.

.....

SECTION 412. “AR-20” ZONE, AGRICULTURAL RESIDENTIAL.

.....

B. PERMITTED USES.

1. One ~~(1)~~ single-family dwelling. Mobile home(s) and manufactured home(s) are prohibited.

2. One Accessory Dwelling Unit, subject to the provisions of Section 404.DD.

2.3. Noncommercial farming and agriculture, not including the keeping of livestock.

3.4. Keeping of large animals such as cattle and horses, but not to exceed one head per 20,000 Sq. Ft. of lot area. Swine and goats are prohibited except as allowed by Section 404.O.2. All such animals shall be owned by members of the family occupying the premises.

4.5. The keeping of fowl.

5.6. Customary accessory uses and buildings, provided such uses are incidental to the ~~principal~~ use, subject to the provisions of Section 404.G.6.

6.7. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.

7.8. Publicly owned and operated parks and recreation areas.

8.9. Home occupations.

9.10. _____ Churches or similar places of worship.

10.11. _____ Schools: Public and private elementary and high.

11.12. _____ Colleges, universities and professional schools.

C. CONDITIONAL USES.

~~1. One (1) guest house provided the minimum lot area is one (1) acre. Guest house may be a site built or factory built building, or tiny house built off site on a chassis where the suspension/axel components have been removed and the chassis is permanently attached to a permanent foundation.~~

2.1.Hospitals.

3.2.Cemeteries.

4.3.Unoccupied public utility buildings, structures or appurtenances for public service use. Development standards in subsection D may be modified through Conditional Use Permit approval. Extension of public service lines in public or private right-of-way is exempt from this requirement.

5.4.Temporary home and land sales offices and model homes, provided they are located within the same subdivision as that land or homes which are offered for sale.

6.5.Any such other uses as determined by the Zoning Administrator to be similar to those uses listed above and not detrimental to the public health, safety and general welfare.

D. PROPERTY DEVELOPMENT STANDARDS.

1. Minimum Lot Area:	a. 20,000 square feet for a conventional subdivision.
	b. 10,000 square feet for a cluster subdivision in which no less than 20 percent of the subdivision is permanently reserved for natural open space.
2. Minimum Average Lot Width:	a. 100 feet for a conventional subdivision.
	b. 60 feet for a cluster subdivision in which no less than 20 percent of the subdivision is permanently reserved for natural open space.
3. Minimum Lot Frontage:	50 Ft.
4. Maximum Lot Coverage:	40%

5. Minimum Front Yard:

- a. 20 Ft.
- b. Where lots have a double frontage on two streets, the required front yard shall be provided on both streets.

6. Minimum Side Yard:

- a. 10 Ft. for principal buildings; 5 Ft. for Accessory Dwelling Units.
- b. Where a side lot line abuts a street, there shall be a side yard of not less than 20 Ft.

7. Minimum Rear Yard:

- a. 20 Ft.
- b. Where the rear lot line abuts an alley, the required rear yard shall be measured from the center line of alley.

8. Maximum Building Height: 2 ½ stories, but not to exceed 35 Ft., except under Conditional Use Permit.

.....

SECTION 413. “R-1” ZONE, SINGLE FAMILY RESIDENTIAL.

.....

B. PERMITTED USES.

1. One ~~(1)~~ single-family dwelling. Mobile home(s) and manufactured home(s) are prohibited.
2. One Accessory Dwelling Unit, subject to the provisions of Section 404.DD.
- 2.3. Customary accessory uses and buildings, provided such uses are incidental to the ~~principal~~ use, subject to the provisions of Section 404.G.6.
- 3.4. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
- 4.5. Publicly owned and operated parks and recreation areas.
- 5.6. Home occupations.
- 6.7. Churches or similar places of worship.

7.8. Schools: Public and private elementary and high having no room regularly used for housing or sleeping.

8.9. The keeping of fowl, subject to the standards set out under Section 404.O.

C. CONDITIONAL USES.

1. Unoccupied public utility buildings, structures or appurtenances for public service use. Development standards in subsection D may be modified through Conditional Use Permit approval. Extension of public service lines in public or private right-of-way is exempt from this requirement.
2. Temporary home and land sales offices and model homes, provided they are located within the same subdivision as that land or homes which are offered for sale.
3. Hospitals.
4. Any such other uses as determined by the Zoning Administrator to be similar to those uses listed above and not detrimental to the public health, safety and general welfare.
5. ~~One (1) guest house, provided the minimum lot area is 15,000 square feet. Guest house may be a site built or factory built building, or a tiny house that is built off site on a chassis where the suspension/axel components have been removed and the chassis is permanently attached to a permanent foundation.~~

D. PROPERTY DEVELOPMENT STANDARDS.

1. Minimum Lot Area:	7,500 Sq. Ft.
2. Minimum Average Lot Width:	60 Ft.
3. Minimum Lot Frontage:	30 Ft.
4. Maximum Lot Coverage:	30%
<u>4.5.</u> Minimum Front Yard:	25 Ft.
<u>5.6.</u> Minimum Side Yard:	a. 7 Ft. <u>for principal buildings; 5 Ft. for Accessory Dwelling Units.</u>

- b. Where a side lot line abuts a street, there shall be a side yard of not less than 15 Ft. for principal buildings; 10 Ft. for Accessory Dwelling Units.

6.7. Minimum Rear Yard:

- a. 20 Ft. for principal buildings; 5 Ft. for Accessory Dwelling Units.
- b. Where the rear lot line abuts an alley, the required rear yard shall be measured from the center line of alley.

7.8. Maximum Building Height:

2 ½ stories, but not to exceed 35 Ft., except under Conditional Use Permit.

8.9. In the Old Town Special Planning Area, these development standards may be modified per Section 427 for the applicable Character Area.

.....

SECTION 414. “R-2” ZONE, SINGLE FAMILY/MULTIPLE FAMILY RESIDENTIAL.

.....

B. PERMITTED USES.

- 1. One single-family dwellings. Mobile home(s) and manufactured homes are prohibited.
- 2. Multiple-family dwellings.
- 3. One Accessory Dwelling Unit, accessory to a single-family dwelling, subject to the provisions of Section 404.DD.

3.4. Customary accessory uses and buildings, provided such uses are incidental to the principal use, subject to the provisions of Section 404.G.6.

4.5. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.

5.6. Publicly owned and operated parks and recreation areas.

6.7. Home occupations.

7.8. Churches or similar places of worship.

8.9. Schools: Public and private elementary and high having no room regularly used for housing or sleeping.

9.10. Colleges, universities and professional schools having a regular curriculum and having no room regularly used for housing or sleeping.

10.11. Nursery Schools and Day Care Centers.

11.12. The keeping of fowl, subject to the standards set out under Section 404.O.

.....

D. PROPERTY DEVELOPMENT STANDARDS.

1. Minimum Lot Area: 5,000 Sq. Ft.

2. Minimum Lot Area per Dwelling Unit: 3,750 Sq. Ft.

3. Minimum Average Lot Width: 60 Ft.

4. Minimum Lot Frontage: 30 Ft.

5. Maximum Lot Coverage: 40%

5.6. Minimum Front Yard: 20 Ft. for garages and carports, 10 feet for all other buildings

6.7. Minimum Side Yard:
a. 5 Ft.
b. Where a side lot line abuts a street, there shall be a side yard of not less than 15 Ft.

7.8. Minimum Rear Yard:
a. 5 20 Ft.
b. Where the rear lot line abuts an alley, the required rear yard shall be measured from the center line of alley.
c. Where the rear lot line abuts a multi-family use, there shall be a rear yard setback of not less than 15 Ft.

9. Minimum Dwelling Size:

— TYPE OF DWELLING UNIT

MINIMUM FLOOR AREA

<u>Efficiency or Studio</u>	300 Sq. Ft.
<u>One Bedroom</u>	500 Sq. Ft.
<u>Two Bedroom</u>	650 Sq. Ft.
<u>Over Two Bedroom</u>	750 Sq. Ft. plus 150 Sq. Ft. per additional bedroom over two

8.10. Maximum Building Height:

- a. ~~2 ½ stories, but not to exceed 35 Ft., except under Conditional Use Permit.~~
- b. ~~Abutting single-family zones: Height of any part of a multi-family dwelling shall be no greater than 16 feet or twice the distance to any lot line shared with a lot in an R-1 or AR zoning district, whichever is greater, except under Conditional Use Permit.~~

9.11. In the Old Town Special Planning Area, these development standards may be modified per Section 427 for the applicable Character Area.

.....

SECTION 415. “R-3” ZONE, MULTIPLE FAMILY RESIDENTIAL.

.....

B. PERMITTED USES.

1. ~~One single-family dwelling~~. Mobile home(s) and manufactured homes are prohibited.
2. Multiple-family dwellings.
3. One Accessory Dwelling Unit, accessory to one single-family dwelling, subject to the provisions of Section 404.DD.

3.4. Customary accessory uses and buildings, provided such uses are incidental to the principal use, subject to the provisions of Section 404.G.6..

4.5. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.

5.6. Publicly owned and operated parks and recreation areas.

6.7. Home occupations.

7.8. Churches or similar places of worship.

8.9. Schools: Public and private elementary and high.

9.10. Colleges, universities and professional schools having a regular curriculum.

10.11. Nursery Schools and Day Care Centers.

11.12. Boarding or Rooming House.

12.13. Nursing Homes and Convalescent Homes.

.....

D. PROPERTY DEVELOPMENT STANDARDS.

1. Minimum Lot Area: 5,000 Sq. Ft.

2. Minimum Lot Area per Dwelling Unit:

AREA OF LOT	MINIMUM LOT AREA PER DWELLING UNIT
Up to 14,000 Sq. Ft.	2,500 Sq. Ft.
14,001 Sq. Ft. to 24,000 Sq. Ft.	2,000 Sq. Ft.
24,001 Sq. Ft. and over	1,500 Sq. Ft.

3. Usable Open Space:

For all multi-family uses, no less than 20% of the total lot area shall be provided as "Usable Open Space" as defined in this Ordinance. The Planning and Zoning Commission may reduce the required open space percentage with Design Review approval.

4. Minimum Average Lot Width: 60 Ft.

5. Minimum Lot Frontage: 30 Ft.

6. Maximum Lot Coverage: 40%

6.7. Minimum Front Yard: 10 Ft., including covered entry, porch or deck.

7.8. Minimum Side Yard: a. 5 Ft.
b. Where a side lot line abuts a street, there shall be a side yard of not less than 10 Ft.

8.9. Minimum Rear Yard: a. 15 Ft. for principal buildings; 5 Ft. for Accessory Dwelling Units.
b. Where the rear lot line abuts an alley, the required rear yard shall be measured from the center line of alley.

10. Minimum Dwelling Size:

<u>TYPE OF DWELLING UNIT</u>	<u>MINIMUM FLOOR AREA</u>
<u>Efficiency or Studio</u>	<u>300 Sq. Ft.</u>
<u>One Bedroom</u>	<u>500 Sq. Ft.</u>
<u>Two Bedroom</u>	<u>650 Sq. Ft.</u>
<u>Over Two Bedroom</u>	<u>750 Sq. Ft. plus 150 Sq. Ft. per additional bedroom over two</u>

9.11. Maximum Building Height:

a. 2 ½ stories, but not to exceed 35 Ft., except under Conditional Use Permit.
b. Abutting single-family zones: Height of any part of a multi-family dwelling shall be no greater than 16 feet or twice the distance to any lot line shared with a lot in an R-1 or AR zoning district, whichever is greater, except under Conditional Use Permit.

10.12. In the Old Town Special Planning Area, these development standards may be modified per Section 427 for the applicable Character Area.

.....

SECTION 416. “R-4” ZONE, SINGLE FAMILY/MULTIPLE FAMILY/ MANUFACTURED HOME.

.....

B. PERMITTED USES.

1. One ~~s~~Single-family dwellings.
2. Multiple-family dwellings.
3. One Accessory Dwelling Unit, accessory to one single-family dwelling, subject to the provisions of Section 404.DD.
- 3.4. One (1) manufactured home, or one (1) tiny house that is built off-site on a chassis where the suspension/axel components have been removed and the chassis is permanently attached to a permanent foundation, per lot, or per space within a manufactured home park. Such manufactured home or tiny house is not permitted on the same lot as single-family or multiple family dwellings.
- 4.5. Customary accessory uses and buildings, provided such uses are incidental to the principalle use.
- 5.6. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
- 6.7. Publicly owned and operated parks and recreation areas and centers.
- 7.8. Home occupations.
- 8.9. Manufactured home parks and manufactured home subdivisions.
- 9.10. _____ Churches or similar places of worship.
- 10.11. _____ Schools: Public and private elementary and high.
- 11.12. _____ Colleges, universities and professional schools having a regular curriculum.
- 12.13. _____ Nursery Schools and Day Care Centers.
- 13.14. _____ Nursing Homes and Convalescent Homes.
- 14.15. _____ Boarding or Rooming House.
- 15.16. _____ The keeping of fowl, subject to the standards set out under Section 404.O.

.....

D. PROPERTY DEVELOPMENT STANDARDS.

1. Manufactured Home Parks and Manufactured Home Subdivisions are subject to the property development standards of the MH Zone.

2. Minimum Lot Area: 5,000 Sq. Ft.

3. Minimum Lot Area per Dwelling Unit:

AREA OF LOT	MINIMUM LOT AREA PER DWELLING UNIT
Up to 14,000 Sq. Ft.	2,500 Sq. Ft.
14,001 Sq. Ft. to 24,000 Sq. Ft.	2,000 Sq. Ft.
24,001 Sq. Ft. and over	1,500 Sq. Ft.

4. Usable Open Space:

For all multi-family uses, no less than 20% of the total lot area shall be provided as “Usable Open Space” as defined in this Ordinance. The Planning and Zoning Commission may reduce the required open space percentage with Design Review approval.

5. Minimum Average Lot Width: 60 Ft.

6. Minimum Lot Frontage: 30 Ft.

7. Maximum Lot Coverage: 40%

7.8. Minimum Front Yard: 10 Ft., including covered entry, porch or deck.

8.9. Minimum Side Yard: a. 5 Ft.
b. Where a side lot line abuts a street, there shall be a side yard of not less than 10 Ft.

9.10. Minimum Rear Yard: a. 5 15 Ft.
b. Where the rear lot line abuts an alley, the required rear yard shall be measured from the center line of alley.

11. Minimum Dwelling Size:

TYPE OF DWELLING UNIT MINIMUM FLOOR AREA

— Efficiency or Studio	300 Sq. Ft.
— One Bedroom	500 Sq. Ft.
— Two Bedroom	650 Sq. Ft.
— Over Two Bedroom	750 Sq. Ft. plus 150 Sq. Ft. per additional bedroom over two

10.12. Maximum Building Height:

- a. 2 ½ stories, but not to exceed 35 Ft., except under Conditional Use Permit.
- b. Abutting single-family zones: Height of any part of a multi-family dwelling shall be no greater than 16 feet or twice the distance to any lot line shared with a lot in an R-1 or AR zoning district, whichever is greater, except under Conditional Use Permit.

.....

SECTION 418. “C-1” ZONE, LIGHT COMMERCIAL

.....

B. PERMITTED USES.

- 1. Permitted and Conditional Uses allowed in the R-3 Zone, subject to the property development standards of the “R-3” Zone, except detached single-family dwellings.

.....

C. CONDITIONAL USES.

- 1. One single-family detached residence dwelling, subject to the property development standards of the “R-3” Zone.

.....

SECTION 425. “AR-70” ZONE, AGRICULTURAL RESIDENTIAL.

A. PURPOSE.

This district is intended to promote and preserve agricultural areas, open spaces and very low-density residential development. Regulations and property development standards are designed to protect the open space character of the district and to prohibit all incompatible activities. Land use is composed chiefly of individual homes on large lots (70,000 Sq. Ft. minimum) and low intensity agriculture.

B. PERMITTED USES.

1. One ~~(1)~~ single-family dwelling. Manufactured home(s) are prohibited.
2. One Accessory Dwelling Unit, subject to the provisions of Section 404.DD. ~~(1) guest house. Guest house may be site-built or factory-built building, or a tiny house built off site on a chassis where the suspension/axel components have been removed and the chassis is permanently attached to a permanent foundation.~~
3. Noncommercial farming and agriculture, not including the keeping of livestock.
4. Keeping of large animals such as cattle and horses, but not to exceed one head per 20,000 Sq. Ft. of lot area. Swine and goats are prohibited except as allowed by Section 404.O.2. All such animals shall be owned by members of the family occupying the premises.
5. The keeping of fowl.
6. Customary accessory uses and buildings, provided such uses are incidental to the principal ~~alle~~ use, subject to the provisions of Section 404.G.6.
7. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
8. Publicly owned and operated parks and recreation areas.
9. Home occupations.
10. Churches or similar places of worship.
11. Schools: Public and private elementary and high.
12. Colleges, universities and professional schools.

C. CONDITIONAL USES.

1. Golf, rod and gun, tennis and country clubs.
2. Cemeteries.
3. Unoccupied public utility buildings, structures or appurtenances for public service use. Development standards in subsection D may be modified through Conditional Use Permit approval. Extension of public service lines in public or private right-of-way is exempt from this requirement.
4. Campgrounds.
5. Recreational Vehicle Parks, subject to the provisions of Section 409.
6. Temporary home and land sales offices and model homes, provided they are located within the same subdivision as that land or homes which are offered for sale.
7. Any such other uses as determined by the Zoning Administrator to be similar to those uses listed above and not detrimental to the public health, safety and general welfare.
8. ~~One manufactured home installed at grade when used as the principle use of the property.~~

.....

SECTION 427. OLD TOWN SPECIAL PLANNING AREA

.....

E. CHARACTER AREA 3 – RESIDENTIAL

1. Description. The Residential Character Area overlays the single-family residential neighborhoods of Old Town east and west of Main Street that are zoned R-1 and R-2 and that are not included in the Transitional Character Area.
2. Intent: The intent of the Residential Character Area is to preserve and reinforce the existing and historical residential pattern and appearance, while allowing for compatible modern infill and building additions. Future development of the Residential Character

Area will allow limited densification in response to the need for housing within walking distance of the commercial areas as a source of neighborhood services and employment.

3. Use. As defined by underlying zoning, modified as follows.
 - a. One Accessory Dwelling Unit, subject to the provisions of Section 404.DD, is (1) guest house, as defined in Section 201 of this Ordinance, are allowed for properties with no more than one (1) existing single-family dwelling.
4. Property Development Standards: Shall be per the underlying zoning district, modified as follows.
 - a. Single Family residence standards shall be modified to:
 - 1) Minimum Lot Area: 2,500 square feet for a single-family residence, 4,000 square feet for a residence with an Accessory Dwelling Unit a Guest House
 - 2) Minimum Lot Area per Dwelling Unit: 2,500 square feet.
 - 3) Minimum average Lot Width: 40 feet
 - 4) Maximum lot coverage: 40%
 - 5) Minimum Front Yard: 5 feet
 - 6) Minimum Side Yards: 5 feet, except where a lot line abuts a street there shall be a 10-foot side yard.
 - 7) Minimum Rear Yard: 10 feet.
 - 8) Maximum Building Height: 1 ½ stories or 25 feet, except under Conditional use Permit.
 - b. Multiple Family Residential standards shall be modified to:
 - 1) Minimum Lot Area: 5,000 square feet.
 - 2) Minimum Lot Area per Dwelling Unit: 2,500 square feet.
 - 3) Minimum average Lot Width: 50 feet
 - 4) Maximum lot coverage: 40%
 - 5) Minimum Front Yard: 5 feet
 - 6) Minimum Side Yards: 5 feet, except where a lot line abuts a street, there shall be a 10-foot side yard.

7) Minimum Rear Yard: 10 feet.

8) Maximum Building Height: 1 ½ stories or 25 feet, except under Conditional Use Permit.

.....

SECTION 428. "AR-87" ZONE, AGRICULTURAL RESIDENTIAL.

.....

B. PERMITTED USES.

1. One ~~(1)~~ single-family dwelling. Mobile homes or manufactured homes are prohibited.
2. One Accessory Dwelling Unit, subject to the provisions of Section 404.DD.~~(1)~~ guest house.
3. Noncommercial farming and agriculture, not including the keeping of livestock.
4. Keeping of large animals such as cattle and horses, but not to exceed one head per 20,000 Sq. Ft. of lot area. Swine and goats are prohibited except as allowed by Section 404. 0. 2. All such animals shall be owned by members of the family occupying the premises.
5. The keeping of fowl.
6. Customary accessory uses and buildings, provided such uses are incidental to the principal use, subject to the provisions of Section 404.G.6.
7. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
8. Publicly owned and operated parks and recreation areas.
9. Home occupations.
10. Churches or similar places of worship.

11. Schools: Public and private elementary and high.

12. Colleges, universities and professional schools.

.....

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: May 20, 2024
Subject: Update on General Plan adoption process.
Department: Community Development
From: Gary Davis

REQUESTED ACTION

Update on General Plan adoption process

SUGGESTED MOTION