



**CITY OF COTTONWOOD  
PLANNING & ZONING COMMISSION  
CITY COUNCIL CHAMBERS -- RIVERFRONT**

1086 Riverfront Dr.  
Cottonwood, Arizona 86326

**SUMMARY MINUTES & ACTION REPORT  
REGULAR MEETING**

Monday, January 22, 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, via zoom  
Commissioner Glascott  
Commissioner Gehlert  
Commissioner Klinge  
Vice Chair Garrison  
Chairwoman Masten

**Commission Members Absent**

**Staff Members Present**

Scott Ellis, Community Development Director  
Tina Hayden, Community Development Planner  
Charlotte Page, Recorder  
Frank Cassidy, Legal Counsel, via zoom  
James Bramble, Senior Engineer

**B. Approval of Minutes:** December 18, 2023 Regular Meeting.

*Motion: Move To approve the minutes from December 18, 2023 meeting.*

*Made by: Chairwoman Masten*

*Second: Commissioner Glascott*

*Unanimously carried.*

**C. Election of Chair and Vice Chair:**

*Motion: Motion to keep Chair of Planning and Zoning Lindsay Masten and Vice Chair of Planning and Zoning Randy Garrison.*

*Made by: Chairwoman Masten*

*Second: Commissioner Klinge*

*Unanimously carried.*

## **II. INFORMATIONAL REPORTS AND UPDATES:**

Director Ellis said the next meeting will be scheduled February 26, 2024, due to the President's Day Holiday, and the Inspiration Apartments have received certificate of occupancy for all units.

## **III. OLD BUSINESS: NONE**

## **IV. NEW BUSINESS:**

1. **FP-23-001 – 6 ON SIXTEEN FINAL PLAT** – Consideration of a Final Plat for a 6-lot single family residential subdivision in the R-3 (Multiple Family Residential) zone to be known as 6 on Sixteen. The site is located on approximately 0.95 acres on the west side of S. 16TH Street

Planner Hayden showed a PowerPoint reviewing the project, adjacent properties and read the stipulations into the record.

Commissioners commented on the size of the lots and the plans of future development for the project.

The applicant, Daniel Fox, said the planned development is for contemporary single family homes sized from 1585 – 2200 square feet.

Commissioners asked about deed restrictions for multi-family development, if the home designs will be reviewed, requested clarification regarding the planned access to the project, and asked about lots being sold individually if this plan is approved.

Planner Hayden said the deed restrictions will limit any future division of the proposed platted lots. Director Ellis said review of home designs is not required.

Joy Mosley a resident, asked about the exact location for homes planned to be two stories. The applicant identified two lots planned to be developed with two story residences.

Commissioners generally supported the proposed project, it's landscaping, and the infill opportunity it represents.

*Motion: Move to recommend approval of the Final Plat for 6 on Sixteen, subject to the stipulations that Staff has read into the record.*

*Made by: Vice Chair Garrison*

*Second: Commissioner Glascott*

*The motion passed with one nay vote.*

2. **FP-23-002 – MINGUS VIEWS FINAL PLAT --** Consideration of a Final Plat for a 10-lot single family residential subdivision in the R-1 (Single Family Residential) zone to be known as Mingus Views. The site is located on approximately 2.7 acres on the south side of Marauder Drive approximately 250 feet west of 16th Street. APN: 406-06-036A. Applicant: Joe Mulcaire Contracting LLC.

Planner Hayden presented a PowerPoint reviewing the proposed project, adjacent properties, access, and the detention basin included in the design.

Commissioners asked about the proposed access what standards are used to develop roads. James Bramble, Senior Engineer, said the roads are not required to meet public road standards, but are required to meet standards for emergency vehicle access.

The applicant, Joe Mulcaire said he is trying to make this development more affordable and is looking at options for the road surfaces. Maintenance for the private roads and detention basin would be the responsibility of the property owners unless a home owner association (HOA) is developed.

Joel Machak, a resident, commented on the financial responsibility of homeowners for maintenance of the private roads and proposed drainage.

Planner Hayden said the civil grading permit will give the engineering team an opportunity to review the designs for roads and drainage.

Chairwoman Masten asked if the Commission can suggest having an HOA. Frank Cassidy, legal counsel, said the language in Cottonwood's Zoning Codes does not allow the Commission to require having an HOA. There is no problem with the Commission suggesting having an HOA.

The Commission was generally supportive of this project, noting the need for more affordable housing in the area, how infill is good for the community, and this is a good fit with the surrounding area.

***Motion: Move to recommend approval of the Final Plat for Mingus Views, subject to the stipulations that Staff has read into the record.***

***Made by: Vice Chair Garrison***

***Second: Commissioner Klinge***

*Unanimously carried.*

**3. CUP 23-011 – FOUR8 FRIED CHICKEN ADDITIONAL SIGNAGE --**

Consideration of a Conditional Use Permit to allow two additional signs in a C-1 (Light Commercial) zone on approximately 0.05 acres located on the northeast corner of N. Main Street and E. Pinal Street, at 1001 N. Main Street. APN 406-34-097. Applicant: John Alvey on behalf of Merkin Vineyard INC.

Planner Hayden presented a PowerPoint reviewing the need for a CUP for additional signs on this business. The building currently has 6 signs and the Zoning Ordinance only allows 4 unless CUP approval is granted by the Commission.

Commissioners asked if there was any comment from the Historic Preservation Commission. Director Ellis confirmed that the original signs were previously reviewed and approved by the Historic Preservation Commission. Staff has brought this CUP to the Commission to satisfy a requirement in the Zoning Ordinance. The cumulative size of the signs is consistent with the maximum allowed square footage.

***Motion: Move to approve CUP-23-011 to allow for additional signage in a C-1 (Light Commercial) zone with regard to the Findings of Fact, and subject to the stipulations that were read into the record by staff.***

***Made by: Vice Chair Garrison***

***Second: Commissioner Gehlert***

*Unanimously carried.*

**V. CALL TO THE PUBLIC: NONE**

**VI. DISCUSSION ITEMS: NONE**

**VII. ADJOURNMENT: 7:06 p.m.**

*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.*

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*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.*

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*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.*

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*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.*

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