



**CITY OF COTTONWOOD  
PLANNING & ZONING COMMISSION  
VIRTUAL GOTO MEETING**  
Online Meeting Platform

**REGULAR MEETING**  
Monday, February 22, 2021  
6:00 p.m.

**I. CALL TO ORDER**

Chairman Williams called the meeting to order at 6:00 PM.

**A. Roll Call**

**Commission Members Present**

Commissioner Romeo  
Commissioner Garrison  
Commissioner Disisto  
Commissioner Klinge  
Vice Chairman Masten  
Chairman Williams

**Commission Members Absent**

Commissioner Richter

**Staff Members Present**

Ron Corbin, City Manager  
Chris Dowell, Cottonwood Police Commander  
Scott Ellis, Community Development Director  
Jim Padgett, Community Development Planner  
Gary Davis, Community Development Planner  
Megan Russell, Community Development Administrative Assistant, Recorder

**B. Approval of Minutes: January 25, 2021 Regular Meeting**

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***Motion: To approve minutes of the January 25, 2021 Regular Meeting.***

***Made by: Chairman Williams***

***Second: Vice Chairman Masten***

***Vote: Unanimous***

## II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis updated the Commission with the news the Verizon Wireless Store located at 875 S. Main Street is in its final stages of being completed. The Spring Creek Ranch annexation ordinance is official as of Thursday February 18, 2021. Last week City Council approved phase two of the Kindra Heights Final Plat, which is located north of Old Town Cottonwood. They have started to add model homes to the site.

The Commission welcomed their newest Commission Member, Shannon Klinge.

## III. CALL TO THE PUBLIC: No Comment

## IV. OLD BUSINESS: None

## V. NEW BUSINESS:

1. **CUP 19-005 MOD #2 - VERDE VALLEY HOMELESS COALITION** – A request for a Conditional Use Permit Modification to a facility currently providing a day time drop-in center for homeless individuals to offer job search services and an emergency cold weather shelter. Additional hours of operation are requested to provide full-time overnight shelter to local residents. The project is in a C-1 (Light Commercial) zone located at 654 N. Main Street. APN: 406-42-045H. Owner: Friendship Missions International Inc. Applicant: Carol Quasula/Verde Valley Homeless Coalition.

Planner Padgett state the Verde Valley Homeless Coalition is currently providing overnight services during cold weather (under 35 degrees) and during the COVID-19 Pandemic. The VVHC serves a maximum of 20 people per night. In 2018 they requested a waiver to install fire sprinklers, this waiver was granted by City Council in 2018, by Ordinance 637, and again during the COVID-19 Pandemic operations, the fire sprinkler waiver was also granted. The VVHC is required to conform with all Federal,

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State and local guidelines for social distancing and mask requirements and have established policies to comply with a four-phase reopening plan. This modification is requesting to allow 7-day drop-in hours as well as overnight lodging on a first come first serve basis, for a maximum of 20 people per night. The VVHC has also obtained funds to install the fire sprinklers and will not be requesting a waiver.

Commissioner Romeo asked how often they are at capacity and have they seen an influx during the COVID-19 Pandemic?

Carol Quasula stated in the 30 nights they have been open for cold weather this year they average 17 to 20 people a night. It has been around the same during the pandemic.

Commissioner Disisto asked if there is someone on duty during the night shift?

Peter Flynn answered stating there are two people on duty all night.

Commander Dowell stated the Cottonwood Police Department is continuously coming across people who need shelter, not only during the cold nights, the Police Department fully supports this project.

All Commission members agreed that this is a great project and fully approve the modification.

***Motion was made to approve Conditional Use Permit Modification #2 to allow the Verde Valley Homeless Coalition to offer expanded hours of operation for the daytime drop-in center and overnight shelter, subject to the following stipulations:***

1. The project shall be developed in conformance with the development plans as submitted for and approved by the Planning and Zoning Commission at the February 22, 2021 meeting.
2. The project shall comply with the request of the Letter of Intent for the modification to allow expanded hours of operation for the daytime drop-in center and to allow for the full-time operation of a transitional shelter.
3. The project shall conform to the Code Review Board comments dated November 21, 2019,

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4. The project shall comply with all Building, Health, Fire and Police Department requirements for current operations and any expansion of services and hours of operation.
5. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued prior to issuance of a Certificate of Occupancy.
6. The applicant shall provide email and phone contact information to all property tenants and owners within a 300' radius and provide directions for the complaint process.
7. All clients are required to sign and adhere to the Visitor Contract.
8. The shelter shall develop an email contact list with the properties within 300' to provide updates and communication.
9. Responsible party contact information will be posted and updated at the front door of the shelter at all times. Contact information will also be updated with CWPD Dispatch.
10. Participate in the CWPD Safe Shopper program.
11. The City of Cottonwood reserves the right to revoke the Conditional Use Permit (CUP) if the use creates an irremediable public safety problem as determined by the City.

***Made by: Vice Chairman Masten***

***Second: Commissioner Disisto***

***Roll Call Vote:***

*Commissioner Romeo- Aye  
Commissioner Garrison- Aye  
Commissioner Disisto- Aye  
Commissioner Klinge- Aye  
Vice Chairman Masten- Aye  
Chairman Williams- Aye*

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**2. ZO 21-001 AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE ADDING SECTION 428 AR-87 ZONE, AGRICULTURAL RESIDENTIAL** – Consideration of a Zoning Ordinance text amendment to add a new Section 428 AR-87 Zone, establishing a zoning district with a minimum lot size of two acres.

Planner Davis stated that code amendments have been prompted due the recent annexation of Spring Creek Ranch. State law requires that cities adopt a new zoning that has no greater density or use than the original county zoning. Cottonwood currently does not have a comparable zone to the County zone of RCU-2A. State law allows cities to keep the current county zoning in place for up to 6 months. City Council has already approved this and will take effect soon. The new zone AR-87 is comparable to Cottonwood’s current zone AR-70, except it changes a number of the development regulations, specifically the lot size of 2 acres and changes with the lot coverage, and setbacks.

Commissioner Garrison asked is this expected to be a long-term zone for this property?

Planner Davis replied stating this zone would apply city wide, or to any newly annexed area. Whether it stays on the property, is up to the applicant who has plans to apply for a planned area development (PAD) it does have the potential to stay on the property if the PAD does not happen.

Vice Chairman Masten stated it would be worth reviewing the prohibition for manufactured housing. We would not want to stop people from having the chance to have affordable housing.

Chairman Williams replied with this zone, a conditional use permit could be applied for. It is an extra step but is possible.

There was discussion about allowing a manufactured home as a permitted use, instead of having to apply for a conditional use permit.

***Motion was made to recommend approval to the City Council the proposed amendments to the Zoning Ordinance adding Section 428.***

***Made by: Vice Chairman Masten***

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***Roll Call Vote:***

*Commissioner Romeo- Nay  
Commissioner Garrison- Aye  
Commissioner Disisto- Nay  
Commissioner Klinge- Aye  
Vice Chairman Masten- Nay  
Chairman Williams- Aye*

*Motion Failed due to tie vote.*

Planner Davis said staff could come back at a later date with new language, modeled on other zones that do permit manufactured homes, rather than coming up with the language tonight.

Chairman Williams and Vice Chairman Masten agreed this is a great recommendation to table the amendment for now and bring it back at later date.

***Motion was made that we are tabling ZO 21-001 amendment to the City of Cottonwood zoning ordinance adding section 428 AR-87 zone, agricultural residential, to a future meeting.***

***Made by: Vice Chairman Masten***

***Second: Commissioner Romeo***

***Roll Call Vote:***

*Commissioner Romeo- Aye  
Commissioner Garrison- Aye  
Commissioner Disisto- Aye  
Commissioner Klinge- Aye  
Vice Chairman Masten- Aye  
Chairman Williams- Aye*

*Unanimously carried.*

**3. ZO 21-002 AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTION 426 NF ZONE, NATIONAL FOREST DISTRICT**

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Planner Davis stated due to the recent annexation, a majority of the area is Coconino National Forest land. It was called to staff’s attention that the language to the current zone is specific to the Prescott National Forest. This proposal is to make it clear that the NF zone applies to both Prescott and Coconino National Forests.

Planner Davis stated he reached out to both National Forests, Prescott National Forest replied saying they understand why this change is necessary and have no objections.

Commissioner Disisto asked for clarification, if just the Prescott National Forest was being removed.

Chairman Williams replied yes, this change would be made to apply to all National Forests.

***Motion was made to recommend approval to the City Council the proposed amendments to Section 426.***

***Made by: Vice Chairman Masten***

***Second: Commissioner Romeo***

***Roll Call Vote:***

*Commissioner Romeo- Aye  
Commissioner Garrison- Aye  
Commissioner Disisto- Aye  
Commissioner Klinge- Aye  
Vice Chairman Masten- Aye  
Chairman Williams- Aye*

*Unanimously carried.*

**4. COTTONWOOD GENERAL PLAN 2025 ANNUAL REPORT** – Review and recommendations for annual report to City Council on the status of the Cottonwood General Plan and discussion on the next General Plan update.

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Planner Davis stated the General Plan 2025 is a policy document that forms the basis for all Planning & Zoning regulations, as well as other operations for the City. State law requires the Cities planning agency to provide an annual update to the City Council on the progress and implementation of the current plan. State law also requires a major update of our General Plan every 10 years, which is

about 3 years from now. The City has a strategic plan that is updated yearly that enables us to carry out the goals and objectives on the General Plan. Over the coming months we will be discussing what the state requires on the General Plan.

Director Ellis stated the Spring Creek Ranch area has the potential to require a major General Plan amendment. There are parameters set that constitute a major amendment verses a minor plan amendment. In the last 7 to 8 years, only minor amendments have been completed. An amendment is required when a re-zone request does not conform to the land use aspect of the General Plan. A major amendment is required due to the size of the area needing to be re-zoned. This update must be completed within the same calendar year as requested, the deadline for Spring Creek Ranch area must be done within the next coming weeks to meet the deadline. The Commission will have a chance to review and make changes before sending it to City Council.

Chairman Williams stated the Commission will vote on the changes before sending to City Council.

***Motion was made to recommend the proposed updates for the annual report on General Plan 2025 be forwarded to the City Council with the following stipulation that:***

1. Chapter 4, circulation element item 15 be modified to Ogden Ranch Road with a note that it has been completed.

***Made by: Vice Chairman Masten***

***Second: Commissioner Garrison***

***Roll Call Vote:***

*Commissioner Romeo- Aye*

*Commissioner Garrison- Aye*

*Commissioner Disisto- Aye*

*Commissioner Klinge- Aye*

*Vice Chairman Masten- Aye*

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Chairman Williams- Aye  
THE CITY OF



COTTONWOOD

Unanimously carried.

[Note: After the meeting staff confirmed that the Circulation Element item 15 does not refer to Ogden Ranch Road and no modification is necessary.]

## VI. DISCUSSION ITEMS:

Director Ellis stated we wanted to get the Commissions input on whether to continue virtual meetings or going back to in person meetings. City Council has gone back to in person meetings at the Clubhouse. If the Commission desires we can switch back to in person or continue with virtual meetings.

Chairman Williams stated that all social distancing rules will be implemented and masks will be required.

City Manager Ron Corbin stated City Council has been conducting in person meetings safely, COVID-19 numbers are on the decline, if needed we will go back to virtual meetings.

The Commission discussed the options and decided to go back to in person meetings at the Clubhouse located at 805 N. Main Street.

## VII. SUGGESTED TOPICS FOR FUTURE MEETINGS: No Comment

## VIII. ADJOURNMENT:

7:35 PM

*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.*

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