



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

1086 Riverfront Dr.  
Cottonwood, Arizona 86326

**SUMMARY MINUTES & ACTION REPORT  
REGULAR MEETING**

Monday, June 17, 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 Rothrock  
Commissioner Gehlert  
Vice Chair Garrison  
Chairwoman Masten

**Commission Members Absent**

Commissioner DuVernay  
Commissioner Glascott

**Staff Members Present**

Scott Ellis, Community Development Director  
Tina Hayden, Community Development Planner  
Darlene Foster, Recorder  
Michael Goodman, Legal Counsel  
Gary Davis, Senior City Planner  
Ryan Bigelow, Interim Director of Strategic Initiatives  
Tami Mayes, City Clerk

**B. Approval of Minutes:** May 20, 2024 Regular Meeting.

***Motion: Move To approve the minutes from May 20, 2024 meeting.***

***Made by: Chairwoman Masten***

***Second: Commissioner Gehlert***

***Voice Vote***

***Four Yes***

***Unanimously carried***

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

Director Ellis informed Commissioners that they would no longer be voting by rollcall but by voice votes. Director Ellis informed the Commission that the General Plan was adopted by City Council on June 4<sup>th</sup> and will be on the November 5, 2024 election ballot. He introduced Darlene Foster, Community Developments' new Administrative Assistant.

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

## **IV. NEW BUSINESS:**

### **1. ZONING ORDINANCE AMENDMENT REGARDING ACCESSORY DWELLING UNITS AND RESIDENTIAL DEVELOPMENT STANDARDS -**

Consideration of amendments to the Cottonwood Zoning Ordinance allowing accessory dwelling units in all residential zones that permit single family dwellings, and amending requirements for building setbacks, building heights, accessory buildings, minimum dwelling size, lot coverage, installation of manufactured homes, and parking.

Senior Planner Davis gave a presentation on the proposed amendments and on recent ARS amendments regarding ADUs. The Commissioners expressed concerns about duplexes and short term rentals.

***Motion: I move to recommend approval to the City Council of the proposed amendments to Sections 201, 404, 406, 410, 411, 412, 415, 416, 418, 425, 427, and 428.***

***Made by: Chairwoman Masten***

***Second: Commissioner Rothrock***

***Voice Vote:***

*Three yes*

*One No*

*Motion Carried*

### **2. ZONING ORDINANCE AMENDMENT ON AFFORDABLE HOUSING -**

Consideration of an amendment to the Cottonwood Zoning Ordinance Section 201 Definitions, and the addition of Section 312 Affordable Housing, authorizing incentives for development of affordable housing.

Senior Planner Davis gave a presentation on proposed amendments which would authorize modifications to development standards, fees, and off-site improvements as

part of development agreements for affordable housing. Commissioners voiced support for the proposed amendments. One member of the public expressed his support for the proposed amendments.

***Motion: I move to recommend approval to the City Council of the proposed amendments to Section 201 Definitions, and addition of Section 312 Affordable Housing.***

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

***Second: Commissioner Gehlert***

***Voice Vote:***

***Four Yes***

***Unanimously carried.***

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

**VI. DISCUSSION ITEMS: None**

**VII. ADJOURNMENT: 7:01 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.*

*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.*