



**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. A plat map was reviewed showing proposed private streets and several drainage easements were described.

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 January 22, 2024 meeting, and as reviewed by the City Council.
- 2) The developer shall adhere to the Code Review Board comment letters dated August 2, 2022 (Re: CRB #22-019), December 20, 2022 (Re: CRB #22-031 REVISION), and November 2, 2023 (Re: CRB-23-043).
- 3) The Construction Plans, Construction Cost Estimate, and Phase 3 Grading Report shall be submitted with the required Grading and Civil permit submittal.
- 4) The developer shall provide City staff with proof of recordation of the approved Final Plat within 60 days of City Council approval.

Commissioner Gehlert asked about the density allowances for the lot being in the R-3 zone and also asked about the subdivision requirements for separation of driveways, how far between driveways on the map, and what the size the proposed structures are.

Planner Hayden said that up to 29 units per acre could be allowed in the R-3 Zone. She said the developer explored multi-family options and is now proposing single-family development for the project, with a lot size minimum of 5,000 square feet and a deed restriction limiting further division of lots.

The applicant, Daniel Fox, said the planned development is for contemporary single-family homes sized from 1,585 – 2,200 square feet., and he reviewed the driveway locations and common areas. No connection is planned for the two separate driveways.

Commissioner Gehlert said he likes the proposed streetscape. Daniel Fox said there will be some masonry perimeter walls with decorative iron.

Planner Hayden said the project is not a Planned Area Development (PAD) and no Design Review is required

Joy Mosley, a resident, asked about the exact location for homes planned to be two stories. The applicant identified lots 3 and 5 as the ones to be developed with two story residences.

Commissioners Gehlert and DuVernay asked about deed restrictions for multi-family development, if the home designs will be reviewed, and asked about lots being sold individually if this plan is approved. Commissioner Gehlert said once the plat is approved it opens up the possibility that the proposed lots could be sold individually and the proposal for a cohesive cluster development might change in the future. Commissioner Klinge said she would prefer having multi-family development.

Vice Chair Garrison said he would prefer this development be a PAD. He said he likes the infill, he said this is a creative use for this property, and he understands that the City Zoning Ordinance supports the proposal.

Chairwoman Masten said she agrees with the Commission input, likes infill projects, and she has no concern for the impact of traffic with the number of lots proposed for development.

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

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

Roll Call Vote:

Commissioner DuVernay – Aye

Commissioner Glascott – Aye

Commissioner Klinge - Aye

Commissioner Gehlert – Nay

Vice Chair Garrison - Aye

Chairwoman Masten – Aye

Motion carried.

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. The proposed plat is able to utilize deed restrictions to present the proposal as a final plat. She said the Commission will consider staff recommended stipulations and make a recommendation to Council for the proposal.

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 January 22, 2024 meeting, and as reviewed by the City Council.
- 2) The developer shall adhere to the Code Review Board comment letters dated September 7, 2022 (Re: CRB #22-031), April 12, 2023 (Re: CRB #22-031 REVISION), and November 2, 2023 (Re: REVISED CRB-23-041).

- 3) The Construction Plans, Construction Cost Estimate, and Phase 3 Grading Report shall be submitted with the required Grading and Civil permit submittal.
- 4) The developer shall provide City staff with proof of recordation of the approved Final Plat within 60 days of City Council approval.

Commissioner Gehlert asked about the proposed access from Marauder Dr., and what standards would be used to develop the proposed roads.

Planner Hayden described the individual lot access and the review of the project by City Engineering. James Bramble, Senior Engineer, said the offset driveway didn't present a concern.

Chairwoman Masten asked for more information on the detention basin.

James Bramble, Senior Engineer said the detention basin would be privately maintained. He said private 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, with smaller homes, and he is looking at options for the road surfaces.

Commissioner Glascott asked about who would maintain the detention basin and roads.

The applicant confirmed that 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, asked about the options for road designs and surfaces, and commented on the financial responsibility of homeowners for maintenance of the private roads and proposed drainage.

Planner Hayden said the civil and grading permit will give the engineering team an opportunity to review the designs for roads and drainage. The proposal includes CC&R's that address road maintenance by property owners to fire/emergency standards, the development may also form an HOA to be responsible for maintenance.

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.

Commissioner DuVernay said the proposal satisfies a need for low-cost housing and road maintenance may cause a financial burden to the property owners, but he does not object to the proposal.

Commissioner Gehlert said this is a small site, with ten lots, his concern was with the streetscape but the proposal meets the code.

Commissioner Glascott agrees with the need for more affordable housing.

Commissioner Klinge said they might be able to find some funding for development of the roads or other resources needed, allowing payment over time.

Vice Chair Garrison said this is a great opportunity for infill and unique development in a single-family residential space, he likes the style the developer has used in previous projects, and he suggested that the subdivision ordinance standards could be improved.

Chairwoman Masten said there is a need for affordable single-family homes, and likes the proposal.

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

Roll Call Vote:

Commissioner DuVernay – Aye
Commissioner Glascott – Aye
Commissioner Klinge - Aye
Commissioner Gehlert – Aye
Vice Chair Garrison - Aye
Chairwoman Masten – Aye

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:

Second:

Roll Call Vote:

*Commissioner DuVernay – Aye
Commissioner Glascott – Aye
Commissioner Klinge - Aye
Commissioner Gehlert - Aye
Chairwoman Masten – Aye*

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.

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.