



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

826 N. Main St.
Cottonwood, AZ 86326

MEETING MINUTES
Monday, January 23, 2023
6:00 p.m.

I. CALL TO ORDER

Chairwoman Masten called the meeting to order at 6:00 PM.

A. Roll Call

Commission Members Present

Commissioner Nelson
Commissioner Stephens
Commissioner Glascott
Commissioner Klinge
Vice Chairman Garrison
Chairwoman Masten

Commission Members Absent

Staff Members Present

Rudy Rodriguez, Deputy City Manager
Scott Ellis, Community Development Director
Kristina Hayden, Community Development Planner
Clover Pinion, Assistant Planner, Recorder

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B. Approval of Minutes: December 19, 2022 **Approved 6-0**

Motion: To approve minutes of the December 19, 2022.

Made by: Commissioner Glascott

Second: Commissioner Nelson

Unanimously carried

C. Election of Chair and Vice Chair: Call for Nominations

Nominations

Commissioner Stephens makes a Motion to have Vice Chair Randi Garrison continue in office.

Motion: To keep it just the way it is for Vice Chair.

Made by: Commissioner Glascott

Second: Chair Masten

Motion: to have Ms. Masten to keep the Chair

Made by: Commissioner Glascott

Second: Vice Chair Garrison

Vote for Chair and Vice Chair are Unanimously carried

D. Planning and Zoning Commission Overview

This item was postponed for a later meeting.

II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis stated that the regular meeting for February 2023 will be Monday the 27th to accommodate the President's Day Holiday on Monday February 20, 2023. The February Meeting will be held at the Cottonwood Recreation Center. A Special Meeting will be held at 5:00 p.m., to finish item 'D' from tonight's agenda and a potential project. The regular meeting will begin at 6:00 p.m., for the General Plan.

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III. CALL TO THE PUBLIC: NONE

IV. OLD BUSINESS: NONE

V. NEW BUSINESS:

- 1. DR 22-013 – A REQUESTED FOR DESIGN REVIEW FOR A STORAGE FACILITY AND OFFICE/WAREHOUSE FACILITY** – Consideration of a Design Review application for a storage facility and office/warehouse facility in the I-1 (Light Industrial) zone. The project is located at 54 N. Alamos Drive. APN: 406-32-082E and 406-32-084C.

Summary

Planner Hayden presented a PowerPoint on a two-phased plan for the proposed requested, which included the surrounding zoning, site & landscaping plans, renderings, elevations and site evaluations. Staff proposed Stipulations were reviewed and the waiver for reduction of parking was presented as approved by the Community Development Director.

Commissioner Nelson asked about the access to 89A. Planner Hayden explained the Developer is proposing this access and the City will require Arizona Department of Transportation (ADOT) approval. Vice Chair Garrison requested clarification that the City will require revision of this plan if ADOT is unable to approve the Developer's requested for access from 89A. Vice Chair Garrison stated that his approval of this project would be influenced by not having dual entrances. Planner Hayden explained the shared parking agreement. The matte black roof materials were discussed.

The applicant, John O' Connell took questions from the Commission. Commissioner Nelson asks about the 89A access and approval for it from ADOT. The applicant represents that they have the request in process with ADOT. The applicant is looking at possible future solar project. The applicant explained the purpose for the 'member lounge' in the project. Chair Masten asked the applicant about the possibility of pervious pavement. The applicant discussed the project's retention basins, David Nicolella with Sefton Engineering reviewed the paving or gravel options and the need for retention basins on the project.

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John Harmon, resident, was pleased with the proposed use for the development. He expressed concern about the height of the proposed landscaping as it may interfere with residents' views towards Sedona's red rocks and the Mogollon Rim. He mentioned a blow-out valve that is on the proposed development site. He would like to know if there is any plan to address that valve and if it will involve his property.

The applicant replied he would consider any revisions to landscaping that will please the neighbors and discusses the landscaping requirements for the projects. As to the valves, they belong to the Town of Clarkdale and he did not have information to present this evening.

Commissioner Nelson agreed the project works well in the proposed site and mentioned the demand for RV and other storage in the area. He agreed that the landscaping can be addressed. He also supported having some gravel instead of impervious surfacing.

Commissioner Stephens agreed with Commissioner Nelson, she liked the colors that are proposed.

Commissioner Glascott agreed with the other Commissioners and supported the proposed gravel for water flow. He thanked the residents for attending with positive input and sharing their concerns about the landscaping this evening.

Commissioner Klinge agreed with the other Commissioners and thanked the residents for attending and giving their input.

Vice Chair Garrison appreciated the residents giving positive input, he agreed that this storage is greatly needed in the area. He supported the project. He believed the project needs the ADOT approval for access from 89A.

Chair Masten agreed with the Commissioners and asked the applicant to look into options for having ground water move slowly through pavement, supported keeping Stipulation #4, if ADOT does not approve the access on 89A it will be a significant change of the site plan and will require additional review of this Commission.

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Motion: To approve DR22-013 for development of the storage facility subject to following stipulations:

1. The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the January 23, 2023 meeting.
2. The project shall conform to Code Review Board Comments dated April 14, 2022 and November 1, 2022.
3. Dedicated Right of Way shall be granted to the City of Cottonwood for the northern extension of North Alamos Drive and if applicable, for the access road from Alamos Drive to SR 89A.
4. If ADOT does not grant approval for the access road from N Alamos Drive to SR 89A, then revised Code Review and Design Review submittal shall be required.
5. Parking requirements shall meet the provisions of Section 406 of the Zoning Ordinance. If a parking reduction waiver is not granted then a revised Code Review and Design Review submittal shall be required.
6. Any exterior lighting shall meet the provisions of City's Zoning Ordinance Section 408.
7. Landscaping shall be installed in accordance with Zoning Ordinance Section 407.E
8. Separate permits are required for any signs.
9. 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.
10. 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 will be required.
11. A shared parking agreement shall be required prior to issuance of the building permits.

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12. The developer shall coordinate with the Town of Clarkdale for any utility easements that may be required.
13. The developer shall work with staff to coordinate landscaping along the joint areas with local housing.

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

Roll Call Vote:

*Commissioner Nelson - Aye
Commissioner Stephens - Aye
Commissioner Glascott - Aye
Commissioner Klinge - Aye
Vice Chairman Garrison - Aye
Chairwoman Masten – Aye*

Unanimously Carried

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- 2. ZO 23-001 – AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTIONS 201 DEFINITIONS, 402 LOCATION AND BOUNDARIES OF DISTRICTS, 404 GENERAL PROVISIONS, 418 C-1 (LIGHT COMMERCIAL) ZONE, AND 419 C-2 (HEAVY COMMERCIAL) –** Consideration of a Zoning Ordinance text amendment to Sections 201, 402, 404, 418, and 419 regarding definitions for drive-through elements; zoning for annexed land; tower height and structure regulations; show animal permitting; and regulations for drive-through elements.

Summary

Planner Hayden presented a PowerPoint on the proposed text amendments that would clarify and set new standards for portions of five Sections of the Zoning Ordinance.

Article II (Section 201): Definitions

Regulations for Drive-in/Drive-through Element, to allow definitions for banks, pharmacies and fast food restaurants and other Commercial uses as well as current allowed use drive in restaurants.

Proposed Drive-in/Drive-through, as an element of an establishment which allows for providing goods or services to patrons within motor vehicles.

Section 418: C-1 Light Commercial, proposed by Conditional Use Permit

Section 419: C-2 Heavy Commercial, by right

Vice Chair Garrison asked if this allows review of any Drive-in/Drive-through requests adjacent to residential spaces. Planner Hayden clarified this is only addressing uses in the C-1 and C-2 Zones. Director Ellis reviewed examples of other uses in the community. Vice Chair Garrison gave an example on Main Street in Old Town, considering expanding the proposal. Director Ellis suggested that it may be appropriate for Conditional Use permitting for drive-throughs on properties that are adjacent to Residential use.

Article IV (Section 401): Zoning Districts, for newly annexed areas

Proposed, that in annexation areas the City will adopt zoning no greater than the uses and densities permitted in the County.

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Vice Chair Garrison asked if the implementation of AR-70 zoning was substantial for the zoning of annexed land. Director Ellis clarified that the AR-70 and AR-87 zone districts were implemented to be no greater than the uses and densities that were present in the County at the time of annexation. He also stated that the Zoning Ordinance currently requires staff to bring a recommendation of zoning for annexed property to the Commission and Council. Director Ellis stated that this change will make staff efforts easier in regard to annexation.

Section 404.H: General Provisions – Height Regulations for tower.

Proposed establishing criteria for submittal to be stamped with an Arizona Registered Engineer’s seal with calculations based on local design criteria and a site plan showing approximate area of collapse if the structure were to fall.

Commissioner Glascott commented that the engineer stamp should be a ‘structural engineer’.

Section 404.O: General Provisions-Animals and Pets

Proposed expanding show animal permitting to all residential zones, clarifying what types and number of animals are permitted within residential zones.

Commissioner Nelson commented that he assumes no residential zones are currently allowing ‘show animals’, and asked what is driving this change. Director Ellis commented that frequent inquiries come from the public and suggested that more detail updating the code would be useful.

Chair Masten favored the update to the code and supports 4-H animals in residential zones.

Public Comment: None

Motion: Moved to recommend approval to City Council the proposed amendments to Sections 201, 402, 404, 418 and 419 regarding definitions for drive through elements, zoning for annexed land, tower height and structure regulations, show animal permitting and regulations for drive through elements.

Made by: Vice Chair Garrison

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Second: Commissioner Stephens

Roll Call Vote:

*Commissioner Nelson - Aye
Commissioner Stephens - Aye
Commissioner Glascott - Aye
Commissioner Klinge - Aye
Vice Chairman Garrison - Aye
Chairwoman Masten – Aye*

Unanimously Carried

VI. DISCUSSION ITEMS: None

VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:

Vice Chair Garrison would like to have an attachment to minutes for all outstanding projects. Director Ellis will consider the requested.

VIII. ADJOURNMENT: 7:02 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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