



"Inspiring a Vibrant Community"

**CITY OF COTTONWOOD  
PLANNING & ZONING COMMISSION  
COUNCIL CHAMBERS  
826 N. Main St.  
Cottonwood, AZ 86326**

**REGULAR MEETING  
Monday, January 27, 2020  
6:00 p.m.**

**I. CALL TO ORDER**

**A. Roll Call**

**Planning & Zoning Commission Members Present**

Commissioner Dowell  
Commissioner Masten  
Commissioner Narwid  
Commissioner Sherman  
Vice Chairman Dowling  
Chairman Williams

**Planning & Zoning Commission Members Absent**

Commissioner Hart

**Staff Members Present**

Scott Ellis, Community Development Director  
Jim Padgett, Planner  
Ron Corbin, City Manager  
Rudy Rodriguez, Deputy City Manager  
Richard Faust, Economic Development Director  
Brenda Campbell, Administrative Assistant, Recorder

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**Commissioner Masten was introduced and she gave an overview of her experience.**

**B. Approval of Minutes:** December 16, 2019 Regular Meeting

***Motion: To approve minutes of the December 16, 2019 Regular Meeting.***

***Made by: Chairman Williams***

***Vote: unanimous***

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

***Motion: To nominate Robert Williams to Chair***

***Made by: Commissioner Narwid***

***Vote: unanimous***

***Motion: To nominate Jesse Dowling to Vice-Chair***

***Made by: Commissioner Dowell***

***Second: Commissioner Sherman***

***Vote: unanimous***

**II. INFORMATIONAL REPORTS AND UPDATES:**

Scott updated Circle K modifications due to alley abandonment. Site plan changed slightly, reducing some setbacks. This will go to City Council for approval and not to the Planning and Zoning Commission for approval.

**III. CALL TO THE PUBLIC**

Ron Corbin, City Manager, announced that Scott Ellis is now Director of Community Development.

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#### IV. OLD BUSINESS:

1. **PCU 16-004 TERRA BENE** – Consideration to Revoke a Conditional Use Permit to allow agricultural land use in I-2 (Heavy Industrial) zoned property. The site is located on S. Willard St. North of E. Tierra Verde Dr. APN: 406-08-009D, 406-08-009C, 406-08-010A. Address: N/A. Owner: Beaver Creek Development Inc. Agent: Bernadette Selna.

Jim Padgett presented this project, which is an agricultural site, and explained that there were several extensions approved since the original approval on Jan 25, 2016. Jim presented numerous pictures of the site showing the property on different dates. Stipulations were made at the previous Planning and Zoning meeting as a condition of the extension approval. The pictures show that not much progress has been made and debris is still on the site. A letter has been sent to the applicant, per Commission request, to address issues and to update when the project will begin with possible revocation of the permit.

Chairman Williams expressed concern about the progress of the project's stipulation of removing the fire hazard debris within 60 days. The applicant, Bernadette Selna, responded that they did not make progress.

Ms. Selna stated they had security issues regarding vandalism and illegal dumping. She explained that she tried to secure the area from trespassing, etc. She showed where the issues of biggest concern have been. Ms. Selna explained that their "No Trespassing" signs have been stolen, chains cut, and there is also dumping onto the property. She states that some of the equipment has been stolen and they want to secure property before they begin to plant. She states that security planning is in the design phase. She explained that she cannot share the details at this time. Ms. Selna believes they have a security solution that will not dramatically affect the plan and that security is her biggest issue. She explains that they have cleared the land already and it has regrown. Commissioner Dowell asked whether police reports were made since the last approval of extension. Ms. Selna states that she was told that there is nothing she can do about the theft and vandalism unless there were security cameras. She also stated that no police reports were made since the last extension. She stated that Joe Mulcaire, her contractor, made police reports about the vandalism on his equipment. Commissioner Dowell explained that she had one item to contend with, which was to remove the debris, and he asked if the vandalism and the items stolen were prohibiting her from making progress and clearing the land. Ms. Selna replied that it did not. She also stated that the vandalism on the equipment occurred when they were going to use it. Commissioner Dowell asked how many hours they have working on the property since June 18<sup>th</sup>. She stated 30 hours.

Commissioner Sherman says there has been no change seen when she drives by the property. Commissioner Sherman states that there have been several extensions over four (4) years with not much progress being made. Ms. Selna responded that the security issues need to be addressed first.

Commissioner Narwid asked why it is taking so long or why has she not developed the property per the original schedule over the past two (2) years. Ms. Selna explained that the water issue was about 2.5 years and now the trespassing issues, and having to redo things they already did has taken time. Also, the

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vandalism from the trespassing and trash and debris being left on the property is an issue. She explained that all this takes time.

Vice Chairman Dowling expressed that everyone wants to get this property developed as planned. He feels that this is a vicious circle and that not developing is allowing the problems she is having to happen. He feels that they should have been working on the property consistently. The fire hazard was supposed to be taken care of in 60 days and it has not been done.

Chairman Williams expressed concern that there is a financial issue. Ms. Selna states that they are committed financially to the project. Chairman Williams suggested that they step back and do this in phases. Ms. Selna stated that this could be a good idea.

### **Public Comment**

Peter Zivec asked whether is an agricultural scheme to clean up polluted soil. Chairman Williams assured him that this was always a vacant site and not polluted as far as he knows.

Wayne Ott is a neighbor from Mesquite Springs and is in favor of the project. The problem is no results. Mr Ott states that no property owners have trespassed and they are not happy about the letter received about trespassing and cutting a fence that was never completed. He also stated that none of the surrounding property owners have dumped any trash on the property.

Ms. Selna responded that she is not accusing the neighbors of anything. She also states that there are trespassers and that there was a completed fence at one time.

Chairman Williams asked Ms.Selna if the Commission revokes the permit tonight, would she still continue on trying to secure the property, or leave it. Ms. Selna responded that they would move forward.

***Motion: To revoke Conditional Use Permit 16-004 for the reasons put forth by the Commission.***

***Made by: Commissioner Narwid***

***Second: Commissioner Dowell***

***Vote: unanimous***

## **V. NEW BUSINESS:**

- 1. CUP 19-005 VERDE VALLEY HOMELESS COALITION** – A request for a Conditional Use Permit to operate a day time drop-in center for homeless individuals to provide job search services and guidance and an emergency cold weather shelter. 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.

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Jim Padgett presented background on the previous application. He explained that the applicant would be operating as it has been operating in the past. Since the Temporary Use Permit was approved, they made some improvements to the property, such as screening and landscaping. They are proposing visual barrier, repainting, and landscaping should they get the Conditional Use Permit. Jim presented a PowerPoint showing the property, and explained some of the improvements to be made.

Commissioner Narwid asked about the hours of operation. Matthew Martin, applicant, explained that the hours of operation will be M-F from 1pm-5pm, with the exception of the days where the temperature dips below 35 degrees and there is overnight use, they will be leaving at 8am. He also supplied the numbers of clients served to date. Commissioner Narwid asked if the security cameras ran 24/7. Mr. Martin replied, yes. Commissioner Narwid asked about the night capacity and Mr. Martin replied that it is twenty (20) with two (2) staff. Mr. Martin also explained the day services they provide. Carol Quasula, applicant, stated that they have been operating since November 4, 2019 with drop ins.

Commissioner Sherman asked how people find them. Mr. Martin explained that they work with other places like Catholic Charities to coordinate resources. Ms. Quasula explained that with the emergency overnight services, they let law enforcement know to bring homeless to the shelter.

Commissioner Masten asked if there was a plan for landscaping and Ms. Quasula explained that there was no plan right now.

#### **Public Comment**

Tony Pugliano owns a business across from facility. He is in favor of VVHC, but not happy about the location.

Chairman Williams asked Scott Ellis about the right to revoke if it creates a public safety issue. Scott replied that it can be revoked in the case of continuous issues that put the public safety in jeopardy.

#### ***Motion: To approve Conditional Use Permit 19-005 with the following stipulations:***

1. That the project is developed in conformance with the development plans as approved at the Planning and Zoning Commission at the January 27, 2020 meeting.
2. That the project conforms to the Code Review Board comments dated November 21, 2019.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued prior to issuance of a Certificate of Occupancy.

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4. That the applicant provides email and phone contact information to all property tenants and owners within a 300' radius.
5. 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 Dowling

**Second:** Commissioner Dowell

**Roll Call Vote:** Unanimous

2. **CUP 20-001 NORTHERN ARIZONA HEALTHCARE BUILDING SIGNAGE-** A request for a Conditional Use Permit to exceed the square footage of signage allowed on the Northern Arizona Healthcare Medical Office Building. This project is located in a C-1 (Light Commercial) zone at 340 S. Willard Street. APN: 406-33-020E. Owner: Verde Valley Medical Center. Applicant: Jason Keller, Signs928.

Chairman Williams recused himself from this item. Scott Ellis presented the renovation work proposition for new signage on the Northern Arizona Healthcare building. They are reducing the amount of signs but increasing the square footage by 492.84 square feet. Applicant is here to answer questions.

Applicant, Jason Keller with 928 Sign Company, stated that the proposal is a lot like what they already had. It will be visible on both sides of building along State Route 89A.

**Motion:** To approve Conditional Use Permit 20-001 to allow Northern Arizona Healthcare to exceed allowable signs requirement with the following stipulations:

1. That the project is developed in conformance with the development plans submitted for the Planning and Zoning Commission of January 27, 2020.
2. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within twelve (12) months from the date of this approval.
3. The City of Cottonwood reserves the right to revoke the Conditional Use Permit (CUP) if the use creates irremediable public safety problems as determined by the City.

**Made by:** Vice Chairman Dowling

**Second:** Commissioner Narwid

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*Roll Call Vote: Unanimous*

- 3. ZO 20-001 AMENDMENT TO SECTION 418 C-1 LIGHT COMMERCIAL ZONE** - Consideration of a Zoning Ordinance text amendment to Section 418.C, Conditional Uses, creating 418.C.6. to allow the keeping of livestock with a Conditional Use Permit, subject to specific requirements.

Scott Ellis explained the requirements. Requests have been made to use C-1 zoned property to use livestock. There are size requirements to issue Conditional Use Permits. The use of barbed wire fencing is permitted. If it becomes a nuisance, the Commission can look at it. Discussion was made regarding the kind of livestock allowed and what type of properties can be utilized for this purpose

*Motion: To recommend approval to the City Council an amendment to Section 418 C1.*

*Made by: Vice Chairman Dowling  
Second: Commissioner Masten*

*Roll Call Vote: Unanimous*

- 4. ZO 20-002 AMENDMENT TO SECTION 404 GENERAL PROVISIONS, ADDING A NEW SECTION CC. TINY HOMES** - Consideration of a Zoning Ordinance text amendment to Section 404 General Provisions, creating Section CC. Tiny Homes, regarding the requirements for placement of Tiny Homes within the City of Cottonwood.

Scott Ellis explained the provision to put in regulations for tiny homes. The guidelines needed to be developed. Significant inquiries have been made on tiny homes over the last couple of years. Scott described the variety of situations that could come up that would need to be addressed. The building codes now cover tiny homes. There was extensive discussion of whether the commission should consider other issues related to this provision. Lot sizes were discussed, as well as other requirements. It was brought up by Commissioner Narwid that the town should consider issues of where these homes should be allowed. He would like specific areas in the town where these types of homes could be regulated.

## **Public Comment**

Bruce Brown discussed transitional housing and suggested that tiny homes could help with homelessness. He explained his ideas on how this could work.

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***Motion: To recommend approval to City Council an amendment to Section 404 General Provisions.***

***Made by: Vice Chairman Dowling***

***Second: Commissioner Dowell***

***Roll Call Vote:***

*Commissioner Masten-Aye*

*Commissioner Dowell-Aye*

*Commissioner Narwid- Nay*

*Commissioner Sherman-Aye*

*Vice Chairman Dowling-Aye*

*Chairman Williams-Aye*

**5. GENERAL PLAN ANNUAL UPDATE – Review and recommendations for annual report to City Council on the status of the Cottonwood General Plan.**

Scott Ellis explained that this update is brought before the commission every year. There have been some updates since the Commission saw this in June, 2019. There was a brief discussion on the boundaries of the Historic District. The plan will go to the voters in 2024.

***Motion: To recommend approval to the City Council the annual update of the Cottonwood General Plan.***

***Made by: Vice Chairman Dowling***

***Second: Commissioner Sherman***

***Roll Call Vote: unanimous***

**VI. DISCUSSION ITEMS:**

**VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:**

**VIII. ADJOURNMENT: 8:27 p.m.**

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