



**CITY OF COTTONWOOD  
PLANNING & ZONING COMMISSION  
CITY COUNCIL CHAMBERS -- RIVERFRONT**  
1086 Riverfront Dr.  
Cottonwood, Arizona 86326

**MINUTES REGULAR MEETING**

Monday, February 26, 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  
Commissioner Glascott, telephonic  
Commissioner Gehlert  
Chairwoman Masten

**Commission Members Absent**

Vice Chair Garrison

**Staff Members Present**

Scott Ellis, Community Development Director  
Gary Davis, Community Development, Senior Planner  
Clover Pinion, Community Development, Assistant Planner  
Charlotte Page, Recorder  
Michael Goodman, Legal Counsel  
Tricia Lewis, Tourism and Economic Development Director  
Ryan Bigelow, Interim Director of Strategic Initiatives

**B. Approval of Minutes:** January 22, 2024 Regular Meeting.

*Motion: I make a motion to approve the minutes.*

*Made by: Chairwoman Masten*

*Second: Commissioner DuVernay*

*Unanimously carried.*

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

Director Ellis said Tom Whitmer is the new Acting City Manager, and that Michael Goodman, Gust Rosenfeld PLC, is attending the meeting as legal counsel for the City. In the past month, two final plats have been submitted and approved by Council, and a new trail has been developed in the Mesquite Hills Subdivision area.

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

## **IV. NEW BUSINESS:**

### **1. General Plan Annual Report**

Senior Planner Davis gave a presentation on the requirement to provide an annual report on the existing General Plan and the updates that are proposed for the annual report. Commissioners had no comments or questions on the report.

*Motion: I move to recommend the proposed updates for the annual report on General Plan 2025 be forwarded to the City Council.*

*Made by: Chairwoman Masten  
Second: Commissioner Gehlert*

***Roll Call Vote:***

*Commissioner DuVernay – Aye  
Commissioner Glasco – Aye  
Commissioner Gehlert - Aye  
Chairwoman Masten – Aye*

*Unanimously carried.*

## **V. DISCUSSION ITEMS:**

### **1. Housing Policy**

Senior Planner Davis gave a presentation of objectives and staff ideas to forward the goals of the Housing Element in the proposed General Plan. Potential measures to increase availability and improve affordability were listed and discussed.

Changes in the Zoning Ordinance or incentives for development were identified as ways to help improve the availability and affordability of future housing.

Commissioners were generally supportive, and specifics about financial incentives and amendments to the Zoning Ordinance that may drive more affordable development were discussed.

Commissioner Gehlert asked if this is a staff initiative and if staff is looking for a ‘go ahead’ to advance specifics to Council.

Senior Planner Davis said that there are various areas where changes in the current regulations may impact additional affordable housing; examples given were possibly allowing more lot coverage or loosening up requirements for guest houses to be developed to supplement existing housing.

Commissioner Gehlert said the housing issue is real and suggested a housing study to qualify the needs for future development. Commissioner Glascock commented on how affordability is standardized and how retired residents’ income may not keep up with future increases of the median income definitions.

Commissioner DuVernay said he supported this idea and sees the project as an opportunity to incentivize development.

Director Ellis said the department is going to be reviewing what other communities are currently doing and what results have been realized with specific efforts in other communities.

Senior Planner Davis said some communities offer incentives that help with obtaining property or funding for development. He is exploring if changes in the Zoning Ordinance such as changing requirements for open space, parking, lot coverage, or possibly allowing more areas to explore options for guest house development in the future could result in positive impacts on future housing affordability and availability.

Chairwoman Masten said she agrees with the intent of considering any options that may be supported by staff, the community, and the Commission. She said she would like to see any proposed incentives for infill development be complementary to the City goals of maintaining a vibrant Old Town. She suggested that concessions or changes for development requirements be evaluated by the highest level of impact on the outcome; for example, consider reducing parking requirements before changing open space requirements, and consider accessory dwelling development but also support long term rentals as a priority for new developments in the future.

The Commission was supportive of loosening up regulations and making changes in the Zoning Ordinance in the future that may have significant impact without the City investing funds directly, while also exploring options to incentivize development in the future.

## **VI. CALL TO THE PUBLIC: NONE**

## **VII. ADJOURNMENT: 6:40 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.*

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*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.*

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*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.*

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*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.*

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*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.*

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*Members of the Historic Preservation Commission will attend either in person or by telephone conference call.*