



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

826 N. Main St.  
Cottonwood, AZ 86326

**REGULAR MEETING MINUTES**

Monday, April 17, 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 Stephens  
Commissioner Glascott  
Commissioner Klinge, telephonic  
Commissioner Nelson  
Commissioner Gehlert  
Vice Chairman Garrison  
Chairwoman Masten

**Commission Members Absent**

**Staff Members Present**

Gary Davis, Community Development Senior Planner  
Tina Hayden, Community Development, Planner  
Rudy Rodriguez, Interim City Manager  
Tricia Lewis, Tourism and Economic Development Director  
Charlotte Page, Recorder

- B. Approval of Minutes:** Meeting minutes for March 20 and March 27, 2023 were tabled for corrections to the minutes of March 27, 2023.

***Motion: Table***

***Made by: Chairwoman Masten***

***Second: Commissioner Glascott***

*Unanimously carried*



**II. INFORMATIONAL REPORTS AND UPDATES:** Senior Planner Davis reported that the City Council Meeting on April 18, 2023 will include the second reading of the text amendments submitted from Planning & Zoning for tower height, annexation zoning, show animals, and drive-throughs, these items could be finalized by Council. The first reading for the Blazin' M Planned Area Development (PAD) Rezone will be presented at City Council meeting April 18, 2023. On May 15, 2023 the Planning & Zoning meeting will include an update on the General Plan process.

**III. CALL TO THE PUBLIC: NONE**

**IV. OLD BUSINESS: NONE**

**V. NEW BUSINESS:**

- 1. CUP 23-001 – A REQUEST FOR A CONDITIONAL USE PERMIT FOR A HOTEL CONSISTING OF FIVE OR MORE GUEST ROOMS IN A C-1 ZONE; AND TO INCREASE THE ALLOWED BUILDING HEIGHT** – Consideration of a Conditional Use Permit to allow a hotel with 80 guest rooms in a C-1 (Light Commercial) zone; and to increase the allowed building height from 2.5 stories to 3 stories on approximately 1.8 acres located on the northeast corner of W. State Route 89A and W. Mingus Avenue, at 650 W. Mingus Avenue. APN: 406-33-038D. Applicant: Cameron Hudspeth.
- 2. DR 23-002 – A REQUEST FOR DESIGN REVIEW FOR A HOTEL WITH 80 GUEST UNITS** – Consideration of a Design Review application to a allow an 80-guest unit hotel in the C-1 (Light Commercial) zone, on approximately 1.8 acres located on the northeast corner of W. State Route 89A and W. Mingus Avenue, at 650 W. Mingus Avenue. APN: 406-33-038D. Applicant: Cameron Hudspeth.

**Summary:** Planner Hayden gave a PowerPoint presentation for both items; **CUP 23-001** and **DR 23-002**. She reviewed the site plan, zone and surrounding property uses and zones. The height of the proposed building is 37' to the highest point of the actual roof, with architectural elements up to 46'. A Conditional Use Permit (CUP) is required in the C-1 Zone for a hotel with more than five units and for building three stories high. The site plan was reviewed, showing the building site, parking, location of a proposed pool, ingress/egress, and landscaping. A materials board was available and reviewed by Commissioners.



The specific requirements of granting a CUP were reviewed by Planner Hayden. Staff findings were that there are no detrimental effects on surrounding properties or occupants and the proposed project is unlikely to generate any hazard. The project is compatible with surrounding uses, and access to the site is planned on Mingus Avenue. Stipulations proposed for the project were read into the record by Planner Hayden.

- 1. The project shall be developed in conformance with the site plan and letter of intent submitted with this application and reviewed by the Planning and Zoning Commission on April 17, 2023.**
- 2. The project shall conform to Code Review Board comments dated March 8, 2023, and any additional Code Review Board Comments.**
- 3. Prior to the issuance of building permits, the applicant will revise the “pork chop” style island indicated for the western access point to further restrict left turning traffic off of eastbound Mingus Avenue.**
- 4. The project shall comply with all applicable Sections of the Zoning Ordinance including but not limited to C-1 Property Development Standards, General Provisions, Signs, Parking and Loading Requirements, Landscaping Requirements, and Outdoor Lighting Code.**
- 5. A building permit application must be submitted within 24 months of Design Review approval. If this requirement is not met, the Conditional Use Permit and Design Review approvals shall be revoked and new Code Review, Design Review and Conditional Use Permit submittals will be required.**

Commissioner Gehlert asked if any comments had been received from the single-family zoned property to the north, if the height of the proposed building was a concern mentioned by anyone, and if Arizona Department of Transportation (ADOT) is involved with the planning.

Commissioner Nelson asked for clarification of the use of the design feature identified as a ‘pork chop’ island and then asked about the location of Blowout Wash.

Planner Hayden reported that the owner of the property zoned single-family to the north had no concerns about the project. ADOT has been involved, but the access will be from Mingus Ave., not State Route 89A (SR 89A). Planner Hayden confirmed the ‘pork chop’ design is intended to limit left turns from east bound traffic from SR 89A into the parking lot. Senior Planner Davis added the design is intended to minimize traffic problems or



congestion on SR 89A that might be increased by traffic turning left into the site and part of it may be located in the Mingus Avenue right-of-way. The plan for the 'pork chop' is to be developed in coordination with the City's Public Works Department.

Commissioner Gehlert asked about the depth of the property, and what retaining structures are planned on the north side of the property near Blowout Wash.

Planner Hayden confirmed the area that is considered Blowout Wash is near but not on property. The proposed plan includes two retention basins. She deferred the questions on the depth of the property and specific location of the wash to the property developer.

Bradon Welker, Senior Project Manager for Sunridge Hotel Group, reviewed the 6' retaining wall proposed for the north side of the property and mentioned there will also be a retaining wall on the east side of the property. He said he will confirm the exact location and size for the east retaining wall.

Commissioner Nelson mentioned the proposed colors are neutral and he would like to see more 'pop' in the color choice.

Vice Chair Garrison asked about the lighting on the west elevation, he asked if the lighting plan is compliant with the City's Dark Sky Ordinance.

Commissioner Gehlert asked about lighting for the canopy at the lobby entrance, he mentioned the drawing looks like the entire canopy is illuminated.

Bradon Welker said can lights are proposed for use under the canopy and he confirmed the lighting plan will follow the City's Dark Sky Ordinance. Planner Hayden mentioned that up to 40% of the canopy can be illuminated and any lights located under the canopy roof will also be counted when calculating the shielded and unshielded lumen allowances for compliance with the Dark Sky Ordinance.

The landscape plan was reviewed, Planner Hayden confirmed the reference to Cornville Road on the landscape plan, has been revised to show Mingus Ave.

Commissioner Gehlert asked if the Hillside Ordinance is applicable to commercial development. Senior Planner Davis confirmed the Hillside Ordinance does pertain to all development on slopes over 20%. He suggested this property may not be on a slope of 20%, and is also not directly adjacent to the area considered Blowout Wash.



The Commission was supportive of the proposed project. Commissioner Gehlert said it looks good, Commissioner Nelson and Commissioner Stephens said their questions had been answered. Commissioner Glascott mentioned this type of development brings business to town. Commissioner Klinge said all of her concerns had been addressed by the presentation and there is demand for this type of development.

Vice Chair Garrison said he likes the project, and said it is nice to see the corner developed. He said there may be an impact on traffic flow on the 89A bypass, but he believes the project's proximity to Old Town is good. He mentioned a recently built hotel property at 6<sup>th</sup> St., and SR 89A as having a positive influence on near-by properties.

Chairwoman Masten also mentioned the recently built hotel at 6<sup>th</sup> Street and SR 89A. She likes it and said this proposed development is well placed and will shape a neighborhood that doesn't really exist presently. She said the height works well on this site as other nearby buildings are large, and she likes the variety of the materials chosen.

Commissioner Glascott asked if there are any plans to provide shuttle services for patrons to Old Town. Bradon Welker responded there is no plan currently but a shuttle service may be considered in the future.

**Motion:** *I move to approve CUP 23-001 and DR 23-002 to allow a hotel with 80 guest rooms in a C-1 (Light Commercial) zone; and to increase the allowed building height from 2.5 stories to 3 stories on approximately 1.8 acres located on the northeast corner of W. State Route 89A and W. Mingus Avenue, at 650 W. Mingus Avenue, subject to the stipulations as read into the record by staff.*

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

**Roll Call Vote:**

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

*Unanimously Carries*



3. **DR 23-003 – A REQUEST FOR DESIGN REVIEW FOR THE ADDITION OF ONE RESIDENTIAL UNIT TO AN EXISTING MULTI-FAMILY HOUSING DEVELOPMENT** – Consideration of a Design Review application to allow the addition of one residential unit to an existing multi-family housing development in the R-3 (Multiple Family Residential) zone, on approximately 0.36 acres, located approximately 100 feet west of the intersection of W. Mingus Avenue and N. 11th Street, at 12 and 22 S. 11th Street. APN: 406-42-075G. Applicant: Bill Jackson.

**Summary:** Planner Hayden gave a PowerPoint presentation reviewing the project. The proposal meets design and development standards and the proposed landscaping meets requirements. The parcel, its current use, and the proposal for one additional unit were reviewed. Planner Hayden showed a site plan, the existing buildings and stated that Public Works Department requested a revision to allow a turn around on site to avoid residents and/or public backing vehicles onto Mingus Ave. A color board was reviewed, the proposed development will complement the existing buildings. Pictures of adjacent properties were reviewed. Stipulations proposed for the project were read into the record by Planner Hayden.

1. **The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the April 17, 2023 meeting.**
2. **The project shall conform to Code Review Board comments dated March 7, 2023 and any additional Code Review Board comments.**
3. **Prior to the issuance of building permits, the applicant will revise the site plan to provide a turnaround for the driveway to prevent exiting traffic from backing out onto E. Mingus Avenue.**
4. **The project shall comply with all applicable Sections of the Zoning Ordinance including, but not limited to, R-3 Property Development Standards, General Provisions, Signs, Parking and Loading Requirements, Landscaping Requirements, and Outdoor Lighting Code.**
5. **A building permit application must be submitted within 24 months of Design Review approval. If this requirement is not met, the Design Review approval shall be revoked and new Code Review and Design Review submittals will be required.**

The Commission was supportive of the proposed project. Commissioner Gehlert asked if the project could have been an administrative action since the proposed unit meets the criteria of the existing structures and also asked what the minimum driveway separations



are. Planner Hayden reported it requires the Commission's approval because it is adjacent to an arterial street. Senior Planner Davis added that it is an extension of the multi-family use, and is treated as if attached to the existing four units for this purpose.

Commissioner Nelson said it is an excellent use of the space. Commissioner Stephens and Commissioner Gehlert were in favor of the proposal, Commissioner Klinge said there is a need for this type of development.

Vice Chair Garrison commented the project is good infill, and Chairwoman Masten noted the project is a good match in the space.

**Motion: Move to approve DR 23-003, for the addition of a single unit apartment building to the existing multi-family development, subject to the stipulations as read into the record by Staff and hearing no other stipulations.**

**Made By: Vice Chair Garrison**  
**Second: Commissioner Stephens**

**Roll Call Vote:**

Commissioner Stephens - Aye

Commissioner Glascott - Aye

Commissioner Klinge - Aye

Commissioner Gehlert - Aye

Vice Chairman Garrison - Aye

Chairwoman Masten - Aye

*Unanimously carried*

**VI. DISCUSSION ITEMS: NONE**

- VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:** Commissioner Nelson asked if it is in the purview of this Commission to review the slag pile adjacent to the Fairgrounds. Senior Planner Davis reported that there are no applications pending on the site mentioned, and there may not be an official item to review. Senior Planner Davis will further investigate what information may be reported to the Commission.

**VIII. ADJOURNMENT: 6:40 PM****Motion: To Adjourn.*****Made By: Chairwoman Masten******Second: Commissioner Nelson***

*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.*

*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 Planning Commission will attend either in person or by telephone conference call.*