



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

826 N. Main St.
Cottonwood, AZ 86326

REGULAR MEETING MINUTES

Monday, May 16, 2022
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 Peltz
Commissioner Glascott
Commissioner Klinge – via phone
Vice Chairman Garrison
Chairwoman Masten

Commission Members Absent

Staff Members Present

Ron Corbin, City Manager
Scott Ellis, Community Development Director
Gary Davis, Community Development Senior Planner
Jim Padgett, Community Development Planner
Tricia Lewis, Tourism & Economic Development Director
Kelly Jobe, Community Development Administrative Assistant, Recorder

B. Approval of Minutes: April 18, 2022 Regular Meeting

Motion: To approve minutes of the April 18, 2022 Regular Meeting.

Made by: Vice Chairman Garrison

Second: Chairwoman Masten

Unanimously carried

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.

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II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis advised Commission of Jim Padgett's retirement on July 8th. He stated the June meeting will be moved to June 27th due to the holiday observed on June 20th. Staff will no longer be printing packets, we will be sending out links for the packets and they will still be available on the website. There may be occasions where items will be printed for certain projects. He stated Council is looking at the requirements for serving on the Commissions

III. CALL TO THE PUBLIC: NONE

IV. OLD BUSINESS: NONE

V. NEW BUSINESS:

DR 22-005 A REQUEST FOR DESIGN REVIEW FOR A WAREHOUSE/STORAGE/SHOP BUILDING - Consideration of a Design Review application to allow a 9,000 square foot warehouse/storage/shop building in the I-2 (Heavy Industrial) zone. The project is located at 250-252 E. Cherry Street. APN 406-42-105P.

Planner Padgett shared a power point presentation.

Vice Chairman Garrison stated he had questions on the plans for parking and if it is required to be constructed as proposed. He stated the ADA parking may want to be placed in a safer place.

Planner Padgett stated the parking will be improved. He stated the ADA parking and access space will be moved away from the roll up door that shows on the initial plans.

Robert Backus/contractor stated this project will help clean up the area, and the ADA parking will be updated.

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**Motion:**

I move to approve DR 22-005 to allow the construction of a warehouse/shop building at 250-252 E. Cherry Street subject to the following stipulations:

STIPULATIONS:

1. The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the May 16, 2022 meeting.
2. The project shall conform to Code Review Board comments dated April 14, 2021.
3. The project shall comply with all Building, Engineering and Fire Department requirements.
4. Comply with all Airport and FAA requirements prior to the issuance of building permits.
5. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 24 months of the Planning Commission action.

Motion was made by: Vice Chairman Garrison

Second: Commissioner Peltz

Roll Call Vote:

Commissioner Peltz - Aye

Commissioner Glascott- Aye

Commissioner Klinge- Aye

Vice Chairman Garrison- Aye

Chairwoman Masten- Aye

Unanimously carried.

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1. ZO 22-002 - AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTION 304 DESIGN REVIEW. Consideration of a Zoning Ordinance text amendment to Section 304 regarding the purpose and applicability of Design Review requirements.

Senior Planner Gary Davis stated this amendment will revise Section 304 of the Zoning Ordinance and allow the Planning Director to approve minor Design Review Applications without bringing it before this Commission for Approval. Such items would be most additions under 1000 sq. ft., and properties that are not visible from a street. He stated there are grammatical clean-up issues on the amendment that will be addressed as well.

Vice Chairman Garrison stated he hopes staff continues to update rules and procedures in the out dated zoning ordinances and gets them cleaned up. He feels that some of the current requirements are keeping projects from getting done. He appreciates staff for digging in to these and getting them updated.

Chairwoman Masten appreciates staffs time and work on the updating of the ordinances.

Motion:

I recommend approval to the City Council the proposed amendment to Section 304 Design Standards regarding the purpose and applicability of Design Review requirements.

Motion was made by: Vice Chairman Garrison

Second: Commissioner Glascott

Roll Call Vote:

Commissioner Peltz – Aye

Commissioner Glascott- Aye

Commissioner Klinge- Aye

Vice Chairman Garrison- Aye

Chairwoman Masten- Aye

Unanimously carried.

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VI. DISCUSSION ITEMS:

Attendance and Residency Requirements Update -

Director Ellis stated staff took potential attendance changes to the Council Work Session. He stated there will no attendance policy changes. He stated Council also discussed opening up the residency requirements to residents in the 86326-zip code which will open up to the Verde Villages. He stated it was a split vote and there was no decision made, it is not off the table, but will not be moving forward at this time. He stated every applicant applying for the Boards and Commissions will be interviewed by the Council.

VII. SUGGESTED TOPICS FOR FUTURE MEETINGS: NONE

VIII. ADJOURNMENT: 6:25 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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