



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

1086 Riverfront Dr.
Cottonwood, Arizona 86326

**SUMMARY MINUTES & ACTION REPORT
REGULAR MEETING**

Wednesday, May 20, 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 Glascott
Commissioner Gehlert
Vice Chair Garrison
Chairwoman Masten

Commission Members Absent

Commissioner DuVernay
Commissioner Rothrock

Staff Members Present

Scott Ellis, Community Development Director
Gary Davis, Community Development Senior Planner
Tina Hayden, Community Development Planner
Clover Pinion, Community Development Assistant Planner
Charlotte Page, Recorder
Frank Cassidy, Legal Counsel, via Zoom
Tom Whitmer, Acting City Manager
Rick Contreras, Fire Marshal
Shannon Boone, Housing Manager
Ryan Bigelow, Interim Director of Strategic Initiatives

B. Approval of Minutes: March 18, 2024, Regular Meeting.

Chairwoman Masten said she would entertain a motion to approve the minutes.

Motion: So Moved

Made by: Vice Chair Garrison

Second: Commissioner Glascott

Unanimously carried.

II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis said the employee and volunteer appreciation event is scheduled for this Wednesday and encouraged the Commissioners to attend. In addition, Director Ellis said the Planning and Zoning Commission has one vacant seat.

III. OLD BUSINESS: NONE

IV. NEW BUSINESS:

1. DR -24-003 – COTTONWOOD SPRINGS RV STORAGE & SOLAR CANOPY

Consideration of an application for Design Review for an RV storage lot with solar canopies, and for a 6-foot tall screening fence within the front yard setback, located on the east side of Happy Jack Way approximately 1,500 feet from W. Mingus Avenue.

Planner Hayden gave a presentation on the proposed solar canopies for an RV storage lot. She described the site, proposed landscape, traffic circulation, and showed renderings and photos.

Planner Hayden reviewed the findings that the Commission will need to support, the proposed fence height, and read stipulations proposed for the project into the record.

The Commission asked about the lot surface, and if the close proximity of the spaces is a possible concern for fire.

The applicant said gravel will be used as it is helpful for water runoff, and the solar system will help power the nearby 200-unit RV Park.

Rick Contreras, Fire Marshal, confirmed that there is no requirement for fire suppression for the proposed structure.

Motion: Move to approve DR-24-003 for a RV Storage lot with solar canopies, and a 6-foot tall screening fence, subject to the stipulations that staff has read into the record.

Made by: Vice Chair Garrison

Second: Commissioner Gehlert

Unanimously carried.

2. DR-24-005 – APARTMENTS ON MINGUS

Consideration of an application for Design Review for a 15-unit apartment complex, located at 1416 E. Mingus Avenue.

Planner Hayden presented on the proposed apartments showing the site plan, landscape plan, and screening walls to the rear and side of the project. Renderings and photos were presented. Planner Hayden read the proposed stipulations into the record.

Commissioners asked about the location and screening for trash on site, what improvements were proposed for the alley side of the site, specific circulation proposed for emergency access, and if the stairwell that will be visible from the city streets located at the southwest corner of the project can be further screened with either landscaping or other devices. Chairwoman Masten asked if the stairwells could also have overhead coverings. The proposed circulation for emergency use is for Fire Department to access directly from 14th St., and the alley improvements would not be necessary for police or ambulance to use the gate at the alley for emergency access.

Chairwoman Masten asked legal counsel to give a recommendation for an additional stipulation for the screening. Vice Chair Garrison asked about the proposed landscaping being concentrated at the city street with no proposal for landscaping at the apartment entrances, and commented on the expectation that balconies would become cluttered. He expressed concern for the 2nd story windows overlooking nearby existing single-family dwellings which may cause loss of privacy for some neighbors.

The project manager Jeff Jensen said the property will remain in local management and they will manage how the residents use their balconies. He said he would look into concerns expressed on the east facing windows, and agreed that screening of the southwest stairwell could be increased. He said the materials for the proposed stairs would be the best available for the purpose of extending weathering.

Motion: Move to approve DR-24-005 for a 15-unit apartment complex, subject to the stipulations that staff has read into the record, including the applicant is required to install vegetation and/or screening as is necessary to screen the stairway facing the intersection from the road .

Made by: Vice Chair Garrison

Second: Commissioner Glascott

Unanimously carried.

3. BUNGALOWS ON MAIN DESIGN REVIEW MODIFICATION.

Request to modify stipulation of Design Review approval.

Senior Planner Davis said the applicant is seeking an extension on the deadline for the permit to be issued.

Vice Chair Garrison said the language in the original stipulation requiring the deadline and subsequent re-application is ‘shall’, and he asked the Commission to not grant an extension at this time.

There was discussion about the use of ‘shall’ in the stipulations and if this practice should be reviewed.

Motion: Move to approve the modification of Stipulation Number 8 to require a Certificate of Zoning Compliance be issued within 48 months of the July 18, 2022 Commission action, leaving all other stipulations in place.

Made by: Chairwoman Masten

Second: Commissioner Glascott

The motion carried.

V. DISCUSSION ITEMS:

1. ZONING ORDINANCE AMENDEMENT ON HOUSING

Amendment to the Cottonwood Zoning Ordinance Sections 201 Definitions, 404 General Provisions, 406 Parking Requirements, 410 GA Zone (General Agricultural), 411 AR-43 Zone (Agricultural Residential), 412 AR-20 Zone (Agricultural Residential), 413 R-1 Zone (Single Family Residential), 414 R-2 Zone (Single Family/Multiple Family Residential), 415 R-3 Zone (Multiple Family Residential), 416 R-4 Zone (Single Family/Multiple Family/Manufactured Home), 418 C-1 Zone (Light Commercial), 425 AR-70 Zone (Agricultural Residential), 427 Old Town Special Planning Area, and 428 AR-87 Zone (Agricultural Residential), and adding Section 312 Affordable Housing; allowing accessory dwelling units in all residential zones that permit single family dwellings, authorizing incentives for development of affordable housing, and amending requirements for building setbacks, building heights, accessory buildings, and parking.

Senior Planner Davis presented a proposed Zoning Ordinance text amendment to include Accessory Dwelling Units (ADU's), consider incentives for affordable development, and promote other incentives that may improve flexibility for housing in the future.

Proposed changes to be considered by the Commission would affect Zoning Ordinance definitions, and several single-family/multi-family zone sections of the Ordinance.

The proposed changes are consistent with the general plan draft. Input from the Commission was discussed. Senior Planner Davis said these proposed changes are similar to specifics that may be currently negotiated in PAD developments, and also similar to incentives that can be available when individuals in the Old Town, OTSPA Zone 'opt in' to participate.

Commissioners discussed the covenant that is proposed to 'run with the land'. They questioned if individuals or developers would enter into long-term contracts in this regard, and if result would be equal to the intent of any covenant's desired outcome. They said allowing ADU's in most family developments, could ultimately eliminate single family zoning. Vice Chair Garrison said he did not favor allowing ADU's in all zones.

After the discussion of this draft, staff will make additional changes and schedule the Zoning Ordinance amendment for a public hearing at a future Planning and Zoning Commission meeting.

2. GENERAL PLAN UPDATE

Update on General Plan adoption process.

Senior Planner Davis said the General Plan draft has been approved by City Council, and he reviewed all the amendments they included.

VI. CALL TO THE PUBLIC: NONE

VII. ADJOURNMENT: 8:00 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.

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 Historic Preservation Commission will attend either in person or by telephone conference call.