



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

826 N. Main St.  
Cottonwood, AZ 86326

**REGULAR MEETING MINUTES**

Monday, August 16, 2021  
6:00 p.m.

**I. CALL TO ORDER**

Chairman Williams called the meeting to order at 6:00 PM.

**A. Roll Call**

**Commission Members Present**

Commissioner Garrison  
Commissioner DiSisto (virtual)  
Commissioner Klinge (virtual)  
Vice Chairman Masten  
Chairman Williams

**Commission Members Absent**

Commissioner Romeo

**Staff Members Present**

Ron Corbin, City Manager  
Steve Horton, City Attorney  
Rick Contreras, Assistant Fire Chief  
Mark Williams, Airport Manager  
Scott Ellis, Community Development Director  
Gary Davis, Community Development Senior Planner  
Jim Padgett, Community Development Planner  
Matt McLean, Deputy Clerk, Recorder

**B. Approval of Minutes: July 16, 2021 Special Meeting**

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***Motion: To approve minutes of the July 16, 2021 Special Meeting.***

***Made by: Vice Chairman Masten***

***Second: Commissioner Garrison***

***Vote: Unanimously carried***

**II. INFORMATIONAL REPORTS AND UPDATES:**

Director Ellis informed the Commission about a joint work session with City Council on September 14th to discuss information on an upcoming project. The Commission will have another joint session meeting with the Historic Preservation Commission in September or October. There is an open seat available on the Commission, the new seat would need to be filled by a resident of Cottonwood.

**III. CALL TO THE PUBLIC: No Comment**

**IV. OLD BUSINESS: NONE**

**V. NEW BUSINESS:**

**1. DR 21-006 - DESIGN REVIEW FOR RECREATIONAL VEHICLE PARK –**

Consideration of a Design Review application for a recreational vehicle park in the I-2 (Heavy Industrial) zone. The project is located on approximately 37 acres at 420 S. Happy Jack Way, on the south side of Mingus Avenue and the west side of Happy Jack Way. Owner: City of Cottonwood (long-term lease). APN:406-08-002N.

Planner Davis stated this project is located in an I-2 zone, RV parks are a permitted use in I-2 zone but Design Review is required for the exterior portion of the sites, buildings, structures and signs. Zoning Ordinance Section 409 for RV and mobile home parks will apply, there are 450-500 proposed spaces, 150 to be done in Phase 1. Three access points are being proposed, one will be for emergency only. The applicant is proposing to extend the pavement on Happy Jack Way. Each space will include one parking space, an RV pad and the required open space.

Chairman Williams asked if the Design Review is be for the entire project.

Senior Planner Davis replied yes. If other changes were to occur the applicant would need to go through Code Review for the changes.

Chairman Williams asked for clarification about the street paving.

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Senior Planner Davis stated the street paving would need to comply with all the Fire Department standards and City Engineer. Our Zoning Ordinance does allow other kinds of paving but that can be determined at a staff level.

Commissioner DiSisto asked about the proximity of the property to the airport runway.

Airport Manager Mark Williams stated there are requirements from the FAA. One will be a notice of construction and a category exemption for LEPA. The structures are not close enough to the runway to cause any issues. The only requirement that may come up will have to do with lighting, which will come from the FAA.

The applicant Mike Mongini thanked the Commission for giving the opportunity to present this. The Cottonwood Entertainment District has a lot to offer for the people staying here. Mike clarified that a clubhouse will be added eventually and will be brought back to the Commission.

Vice Chair Masten asked if the open spaces will have drip irrigation, and for more information about the masonry wall.

Mike Mongini replied every site will have drip water to it and the wall will be a masonry product.

One member from the public was in favor of the project.

The Commission agreed that this is a good project that will bring needed space for tourism.

***Motion was made to approve DR 21-006 for an RV park at 420 S. Happy Jack Way, subject to the following stipulations:***

1. The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the August 16, 2021 meeting.
2. The project shall conform to Code Review Board comments dated August 4, 2021 and any additional Code Review Board comments.
3. The project shall comply with Zoning Ordinance Section 409 and all Building, Engineering and Fire Department, Airport and FAA requirements.

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4. Phase 1 of the project shall include an emergency egress roadway connecting to at least one of the secondary access points shown on the site plan, built to current Fire Department standards.
5. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 24 months of the Planning Commission action.

***Made by: Vice Chair Masten***

***Second: Commissioner Garrison***

***Roll Call Vote:***

*Commissioner Garrison- Aye*

*Commissioner DiSisto- Aye*

*Commissioner Klinge- Aye*

*Vice Chairman Masten- Aye*

*Chairman Williams- Aye*

*Unanimously carried.*

2. **21-001 - THE VINEYARDS AT COTTONWOOD PHASE 3** – Consideration of a Preliminary Plat for a 29-lot single family residential subdivision to be known as The Vineyards at Cottonwood Phase 3. The site is located on approximately 6.28 acres on the south side of Groseta Ranch Rd, approximately 1,100 feet east of State Route 89A, currently zoned PAD (Planned Area Development). APN 406-23-174G. Owner: Yavapai Title Agency Trust #400, KJ Kasun as Member. Agent: Krishan Ginige, SEC, Inc.

Senior Planner Davis described the subdivision process to the Commission. A preliminary plat is submitted, the first review is completed by staff, followed by an Agency review, then the Planning and Zoning Commission and City Council which will give the approval for Preliminary Plat. When a Final Plat is submitted it will be reviewed by staff and City Council, and finally sent to be recorded.

Commissioner Garrison asked when the extension of Groseta Ranch Road will be completed.

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Senior Planner Davis replied the trigger to extend Groseta Ranch road will be when the subdivision reaches the approval of the 100<sup>th</sup> unit or by December 31, 2023. They are currently around 92 units.

Krishan Ginige from SEC, Inc. stated Phase 3 is a continuation of Phase 2 with similar set up and lot sizes. Groseta Ranch Road is 90 percent designed, the final design will be completed soon. An emergency access could be added if the Fire Department desires.

A brief discussion was held about the location of the next Phases.

Commissioner Garrison asked if there will be any multifamily homes added.

Senior Planner Davis stated due to market conditions all of the homes so far have been single family detached, but multi family could be added at a later Phase.

Other Commissioners agreed that it would be great if multifamily residences were added to the later Phases.

***Motion was made to recommend approval of the Preliminary Plat for The Vineyards at Cottonwood Phase 3, subject to the following stipulations:***

1. Developer will provide the City of Cottonwood with an acceptable assurance that all required improvements will be completed as indicated by the City and outlined within Section 302.04, 500.01, and 500.03 of the City of Cottonwood Subdivision Ordinance, prior to approval and recording of a Final Plat. Also required prior to approval of a Final Plat is right-of-way way acquisition and City approval of road design and engineer's estimates for the extension of Groseta Ranch Road to Main Street. Financial assurances for the Phase 3 infrastructure shall include assurances for the extension of Groseta Ranch Road eastward to the Vineyards' property boundary and financial and building assurances for Groseta Ranch Road to Main Street.
2. Developer adheres to all Code Review Board comments dated April 8, 2021, and as may be provided during subsequent reviews.
3. The Final Plat must include all required information of submittal found in Article 4 of the city's Subdivision Ordinance.

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4. Any comments generated from review of future submittals, including the Final Plat shall be adhered to prior to approval and recording of the Final Plat.
5. All road/street heights, widths, cul-de-sac and hammerhead turn around distance(s) shall meet the requirements in the 2018 International Fire Code Appendix D and the City of Cottonwood conditions.
6. Corner lots shall be at least ten percent wider than typical interior lots, per Subdivision Ordinance Section 603.03.
7. Developer shall adhere to all applicable requirements outlined in the Vineyards at Cottonwood Master Development Plan, dated August 2016 and approved under Ordinance 622, the Development Agreement recorded on June 16, 2017 (2017-0030591) and any subsequent agreements between the developers and the City.

***Made by: Vice Chair Masten***

***Second: Chairman Williams***

***Roll Call Vote:***

*Commissioner Garrison- Aye*

*Commissioner DiSisto- Aye*

*Commissioner Klinge- Aye*

*Vice Chairman Masten- Aye*

*Chairman Williams- Aye*

*Unanimously carried.*

3. **21-003 – STATE ROUTE 89A ANNEXATION AREA REZONING** – Consideration of a proposal to rezone approximately 11 square miles from RCU-2A (Residential; Single-Family; Rural) to NF (National Forest) and AR-87 (Agricultural Residential, 2-acre minimum lot size) located in the northeast portion of the City of Cottonwood, generally west of the intersection of State Route 89A and Page Springs Road. APN: 407-23-002C, -002K, -002L, -002M, -020A, -020C, -021 through -038, 800-02-004N, -015W, -015Y, -016, -016B, -016D, -016F, 800-10-049S.

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Senior Planner Davis stated State law requires a city annexing an area to adopt a new zoning in that area that is consistent with the current County zoning of RCU-2A. Since the City did not have a comparable zone, the current RCU-2A was extended for a 6-month period. In that time AR-87 was implemented to comply with State requirements. The proposal is to rezone the current RCU-2A to AR-87, the rest of the annexed area will be zoned NF (National Forest).

One member of the public submitted a letter opposing the rezoning, which Senior Planner Davis read aloud for the record.

***Motion was made to recommend approval to the City Council for Z 21-003 to change the zoning designation miles from RCU-2A (Residential; Single-Family; Rural) to NF (National Forest) and AR-87 (Agricultural Residential), subject to the following stipulations:***

1. Any rezoning from AR-87 shall require a General Plan Amendment to be adopted through the required public participation process, in order to plan for any greater uses or densities than those permitted in AR-87.

***Made by: Vice Chair Masten***

***Second: Commissioner Garrison***

***Roll Call Vote:***

*Commissioner Garrison- Aye*

*Commissioner DiSisto- Aye*

*Commissioner Klinge- Aye*

*Vice Chairman Masten- Aye*

*Chairman Williams- Aye*

*Unanimously carried.*

4. **21-008 - AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTION 418 C-1 (LIGHT COMMERCIAL) ZONE** – Consideration of a Zoning Ordinance text amendment to Section 418 regarding residential, incidental manufacturing, restaurant drive-in facility, livestock, and hotel uses.

Senior Planner Davis stated the proposed change would make multifamily residential to a be a permitted use. Residential units attached to a business would also be a permitted use,

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and single-family residential would remain a conditional use. Hotel/motel of 4 units or less to be a permitted use, 5 or more units to be a conditional use. Incidental manufacturing would not be limited to being sold only on site but to allow some products to be sold online or off site. Restaurant drive-in facility will be a conditional use. The amendment would also restore the keeping of livestock as a conditional use. The proposed changes will allow more flexibility than before and will not add to housing construction costs.

Commissioner Garrison asked why a restaurant drive-in would be a problem in a C-1 Zone.

Senior Planner Davis stated that the C-1 zone could be near a residential zone, such as in Old Town, where noise and traffic could be a problem. A conditional use permit would make residents aware of the project coming in and could give the Commission the opportunity to revoke the conditional use permit if it became a problem.

***Motion was made to recommend approval to the City Council the proposed amendments to Section 418 of the Zoning Ordinance:***

***Made by: Vice Chair Masten***

***Second: Commissioner Garrison***

***Roll Call Vote:***

*Commissioner Garrison- Aye*

*Commissioner DiSisto- Aye*

*Commissioner Klinge- Aye*

*Vice Chairman Masten- Aye*

*Chairman Williams- Aye*

*Unanimously carried.*

## **VI. DISCUSSION ITEMS:**

Planner Padgett described the proposed Design Guidelines updates. Old Town will be separated into 3 distinct character areas Commercial, Transitional and Residential. Commercial Character coincides with the existing Cottonwood Commercial Historic District with the goal to preserve and reinforce existing historical pattern and appearance.

Transitional Character area is zoned as either C-1 (light commercial) or CR (commercial residential), the goal of the Transitional Character is to retain the residential feel and to

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allow the upgrades to a residential property and encourage light commercial to be developed.

Residential Character area is zoned R-2, the goal is to preserve the existing residential pattern of development and allow for more modern infill and building additions. Most properties in the Residential area do not meet the minimum lot sizes required by the existing Zoning Ordinance. The Special Planning District would allow for a one-story (25 foot) single-family dwelling on a parcel of 2500 sq. ft. and allow a guest house if the parcel is 4000 sq. ft. or greater. If a property owner wanted to utilize the standards of the Design Guidelines, they could choose to “Opt-In” and would be required to sign a Prop 207 waiver acknowledging the change in land use laws. The current uses allowed in the current Zoning Ordinance would remain the same.

Vice Chairman Masten asked for more clarification to be added on the definition “New construction may reference, but should not mimic, historical styles of architecture present in the streetscape now or historically, and should be clearly differentiated as a modern building.”

Commissioner Garrison asked with the new changes will C-1 and CR potentially be the same.

Planner Padgett replied with allowing the residential use it did bring the two zones closer together and there will be some blending of the two zones.

## VII. SUGGESTED TOPICS FOR FUTURE MEETINGS: NONE

## VIII. ADJOURNMENT

7:55 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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