



# CITY OF COTTONWOOD COMMUNITY DEVELOPMENT DEPARTMENT

## ANNUAL REPORT 2020

### ***Mission Statement***

*The mission of the City of Cottonwood Community Development Department is to provide professional planning and technical services to guide the orderly development of a healthy, balanced and livable community. This department administers planning services, issues construction permits, and enforces codes and ordinances in the interest of ensuring safe and attractive neighborhoods, a healthy environment and a strong, vital economy.*

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## **INTRODUCTION**

The Community Development Department promotes a safe, dynamic, and vibrant community, and enhances the living, working, and recreation choices for the City of Cottonwood. The department includes the following divisions: Planning & Zoning, Building, and Code Enforcement.

The Planning & Zoning Division plays an integral role in maintaining the quality of development in the City of Cottonwood, which includes assisting developers and the general public in administering the Zoning Ordinance and other regulations. The Planning & Zoning Department is responsible for support of the Planning & Zoning Commission, the Historic Preservation Commission, and the Board of Adjustments.

The Building Division serves an integral role in the development of the City of Cottonwood by ensuring that all construction within the City meets current building codes adopted by the City Council.

The Ordinance Enforcement Division plays an integral role in maintaining the quality of life in the City of Cottonwood, assisting developers and the general public with negotiating zoning and other regulations to the mutual benefit of everyone. The Ordinance Enforcement Division is responsible for the routine processes of administering and interpreting the Zoning Ordinance, serves as the enforcement branch of the Community Development Department, and handles animal control issues for the City of Cottonwood.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **Staff:**

Scott Ellis	Community Development Director
Paul Hodges	Building Official
Steve Jackson	Building Inspector
Jim Padgett	Planner
Gary Davis	Planner
Christina Anderson	Planning Assistant/Code Enforcement Coordinator
Al Ponce	Ordinance Enforcement Officer
Autumn Durnez	Ordinance Enforcement Officer
Megan Russell	Community Development Administrative Assistant
Kelly Jobe	Community Development/Public Works Administrative Assistant

### **OFFICE LOCATION:**

111 North Main Street  
Cottonwood, AZ 86326

### **CONTACT INFORMATION:**

Phone: (928) 634-5505  
Fax: (928) 639-4254

### **MAILING ADDRESS:**

827 North Main Street  
Cottonwood, AZ 86326

### **BUILDING INSPECTION REQUESTS:**

(928) 340-2724

### **DEPARTMENT WEBSITE:**

[www.cottonwoodaz.gov/157/Community-Development](http://www.cottonwoodaz.gov/157/Community-Development)

## **APPLICATION SUBMITTAL INFORMATION**

The following applications can be obtained on the City of Cottonwood website: Code Review Application, Temporary Use Permit Application, Minor Land Division Application, A-Frame Sign Permit Application, Temporary Sign Permit Application, Permanent Sign Permit Application, Home Occupation Permit Application, Paint Permit Application, Chicken Permit Application, and Utility Exemption Application. These all can be found at the following web address:

<http://cottonwoodaz.gov/160/Planning-Division>

All Building Permit applications can be obtained on the City of Cottonwood website at the following web address: <http://cottonwoodaz.gov/158/Building-Division>

To obtain application forms for development processes including Design Review, Conditional Use, Variance and Zone Changes, please contact our office to schedule a pre-application appointment. In most cases, a Code Review Board meeting is required prior to scheduling of development applications for a hearing.

## **PLANNING & ZONING DIVISION**

The Planning & Zoning Division performs both current and long-range planning activities.

### **CURRENT PLANNING:**

The Planning & Zoning Division involves the management of all development applications, which are reviewed for compliance with the Zoning Ordinance, General Plan, and other code documents. This includes general development proposals, as well as zoning changes, subdivisions, minor land divisions, master planned developments, annexations, conditional use permits and variances. The process may include initial contact with applicants, preliminary meetings with the Code Review Board and additional presentations to the Planning & Zoning Commission, Board of Adjustment and/or City Council.

### **PLANNING PROJECTS:**

Current projects consist of updating sections of the Zoning Ordinance, including permitted and conditional uses, signs, tiny homes, general provisions, parking, setbacks, mobile vendors, dark skies and process everyday permits associated with new development (commercial and residential).

### **LONG RANGE PLANNING:**

Long-range planning includes research and development for the City of Cottonwood's General Plan and Zoning Ordinance amendments, and other duties that address future interests of Cottonwood. Long-range planning also includes special studies, project analysis, code amendments and plan development that affects the long-term well-being of the City of Cottonwood.

## **HISTORIC PRESERVATION PROJECTS:**

Current Historic Preservation projects consist of preparing the Historic Preservation Matching Grant Program Outline. The intent is to provide a small grant program for exterior rehabilitation of properties designated as local Historic Landmarks with funds provided through the Historic Home and Building Tour, and the City Council.

The Historic Preservation Matching Grant Program was initiated with a 50/50 match. The Historic Preservation Matching Grant makes eligible Landmarked properties the ability to apply for assistance for minor improvements to the exterior of the Landmarked structure. No applications for the matching grant have been received.

## **ORDINANCE ENFORCEMENT DIVISION**

The Ordinance Enforcement Division seeks to maintain the beauty, safety, and comfort of the community through the enforcement of the Cottonwood Municipal Codes, Zoning Ordinances and animal control issues for the City of Cottonwood. Accountability is maintained through the Hearing Officer process. Property owners are sent a Notice of Violation summoning them to a Hearing with a Hearing Officer. If the property is not abated before the Hearing, the owner is subject to fines within the digression of the Hearing Officer. Upon the 3<sup>rd</sup> Hearing, the case can be recommended, by the Hearing Officer, to be pursued in the Cottonwood Municipal Court. In severe cases, a citation can be recommended directly to the Cottonwood Municipal Court.

### **Ordinance Enforcement/Animal Control Summary:**

Animal related calls including animal problems, bites and abuse calls:	590
Code enforcement cases:	483
Violation Warnings:	303
Notices of Violation:	74
Cases submitted to the Hearing Officers:	54
Properties that abated:	493
15-Day Notices to Abate or be cited directly into the Cottonwood Municipal Court:	11
Cases recommended to be pursued in the Cottonwood Municipal Court:	7

**Before:**



**After:**



**Before:**



**After:**



## **BUILDING DIVISION**

The Building Division is responsible for ensuring that structures and development within the City of Cottonwood are constructed and maintained to comply with the minimum safety standards set forth in the 2018 International Building Code, 2018 International Residential Code, 2018 International Property Maintenance Code, 2017 National Electric Code, and the 2018 International Fire Code. This includes code review, plan review, issuing building and grading permits, field inspections, complaint investigations and related enforcement activities.

### **Total Construction Permits issued: 498**

Includes residential, commercial, industrial projects and miscellaneous permits, for example, sewer hook ups, fences, solar, garages, carports, fire sprinklers, and garage permits.

<b>Annual Construction Report</b>	<b>Total Project Valuation</b>	<b>Difference</b>
2019	\$102,548,780.87	-75%
2020	\$25,962,184.94	

\*Large discrepancies in valuation due to cancelled projects that were reported on the 2019 report.

### **Residential Permits Issued:**

Single-Family Residential:	43
Multi-Unit:	1 (Apartments & Condominium units)
Mixed Use:	0 (Residential & Commercial)
Manufactured Home:	21
Net Residential Growth:	65 Dwelling Units

Residential Solar:	57
Residential Remodel:	9
Residential Garages:	11
Residential Carports:	9
Fire Sprinklers:	55
Residential Fences:	19
Residential Miscellaneous:	112
Residential Demolition:	5

\* Some permits were issued but construction has not begun.

### **Non-Residential Development Permits Issued:**

Includes renovated spaces, and miscellaneous minor permits, for example, utility permits, accessory structures, etc. Permits representing new non-residential construction or net growth include the following:

Tenant Improvements:	28
Commercial Grading:	4
New Commercial:	1
Commercial Miscellaneous:	113
Commercial Demolition:	1
Commercial Fire Sprinklers:	2
Hotel:	1
Community Service Station:	1
Winery:	1
Pools:	4

**Bar Strada:**



**The Lofts of Old Town:**



## **BOARDS AND COMMISSIONS**

The Community Development Department provides the facilitation and staff coordination for the development process in Cottonwood. This includes providing coordination for the principal boards and commissions that help guide growth and development in the city.

### **CODE REVIEW BOARD:**

*Staff Contact:* Jim Padgett, Planner, Community Development Department  
(928) 634-5505, [jpadgett@cottonwoodaz.gov](mailto:jpadgett@cottonwoodaz.gov)

The Code Review Board is a staff-level committee comprised of representatives from several City Departments that meet to provide a coordinated review of proposed developments. The purpose of the Code Review Board is to provide prospective developers with a review of various code requirements in advance of the submittal of formal development applications and/or building construction applications. Proposals that are required to submit development applications for review and approval to the Planning and Zoning Commission, Development Review Board and/or the City Council must first submit a Code Review Board application to ensure preliminary technical requirements are addressed prior to submittal of formal development applications.

The membership of the Code Review Board includes representatives from each City of Cottonwood Department, and may include outside agencies, for instance, Yavapai County Health Department and Dead Horse State Park. Code Review applications must be accompanied by a complete submittal. Requirements include a complete application form, the minimum number of copies of applicable plans, and an application fee, which is set by the City Council. The Code Review Board typically meets once a week with a minimum of one-week lead time required from the time of submittal, depending on the complexity of the project.

#### **Code Review Board Summary:**

**Meetings: 31**

**Projects: 60**

Commercial Development:	11
Change of Use/TI/Remodel:	30
Residential:	6
Special Events:	0
Miscellaneous:	11
Subdivision:	2

**Meetings:** Tuesday mornings. Scheduling requires submittal of a complete application at least one-week in advance.

**Time:** 9:00 AM

**Location:** Development Services Conference Room, 111 N. Main Street. During the ongoing COVID-19 pandemic, the format of the meetings was changed to a virtual online meeting.

## **PLANNING & ZONING COMMISSION:**

*Staff Contact:* Scott Ellis, Community Development Director  
(928) 634-5505, sellis@cottonwoodaz.gov

The seven members of the Planning & Zoning Commission are citizen volunteers appointed by the City Council to conduct hearings and make recommendations to the City Council on requests for development applications, including zoning changes, subdivisions and planned developments. The Commission also considers and decides to approve, approve with conditions or deny applications for Conditional Use Permits and Design Review.

Additionally, the Commission reviews and makes recommendations regarding amendments to the Zoning Ordinance and Cottonwood General Plan, as well as other long-range planning efforts. Members are appointed for staggered terms of three years. The Planning and Zoning Commission included the following members:

<b>Member</b>	<b>Term Dates</b>
Robert Williams, Chair	01/04/2010- Present
Christopher Dowell, Vice Chair	03/06/2018-12/21/2020
Jesse Dowling, Vice Chair	07/16/2018-06/15/2020
Tom Narwid	01/07/2014-04/05/2020
Robert Hart	09/20/2016-12/21/2020
Lindsay Masten	01/21/2020-Present
Terryl Sherman	02/25/2019-07/20/2020
Rand Richter	07/21/2020-Present
Thomas DiSisto	06/16/2020-Present

**Meetings:** Third Monday of each month, except when this conflicts with scheduled holidays when the meeting is held on the fourth Monday of the month.

**Time:** 6:00 PM

**Location:** Cottonwood Council Chambers, 826 N. Main St., Cottonwood Community Club House, 805 N. Main St., Cottonwood Recreation Center, 15 S. 6<sup>th</sup> St. During the ongoing COVID-19 pandemic, the format of the meetings was changed to a virtual online meeting.

**Planning and Zoning Commission had:**

- 11 regular meetings.
- 1 regular meeting cancelled.

**Activities:**

CUPs:	10
CUP Extension of Time:	1
CUP Revocation:	1
Design Review projects:	8
Rezone projects:	0
Rezone Extension of Time:	1
General Plan Amendments:	0
Zoning Ordinance Text Amendments:	10

All Text Amendments were recommended for approval by the Planning and Zoning Commission and approved by City Council.

- **Conditional Use Permit Summary:**

- The Planning and Zoning Commission considered ten applications for new Conditional Use Permits, one extension and one revocation.
- Approved Projects:
  - CUP 19-005 Verde Valley Homeless Coalition. Located at 654 N. Main Street, a modification of permitted hours for a daytime drop-in center and emergency cold weather structure on commercial property.
  - CUP 20-001 Northern Arizona Healthcare Building Signage. Located at 340 S. Willard Street to exceed maximum sign square footage
  - CUP 20-002 Duvernay Garage. Located at 1385 E. Partridge Court, to exceed maximum building height for an accessory structure.
  - CUP 20-003 Kentucky Fried Chicken. Located at 970 S. Main Street, to exceed maximum sign square footage.
  - CUP 20-004 Groseta Ranches LLC. Located at the southeast corner of E. Cottonwood Street and Cove Parkway, to allow keeping of livestock and installation of barbed wire fencing on three acres in the C- zone.
  - CUP 20-005 Springhill Suites. Located at 535 S. 6<sup>th</sup> Street, to allow a hotel three stories in height in the I-2 zone.
  - CUP 20-006 Vortex ATV. Located at 551 N. Main Street, to allow a vehicle rental business in a C-1 zone.
  - CUP 20-008 Fojol Bros. Restaurant. Located at 775 and 777 N. Main Street, to allow a drive-in element in a C-1 zone.
  - CUP 20-009 Marathon Oil – Located at 962 S. Main Street, to exceed maximum sign square footage.
  - CUP 20-011 San Cipriano Apartments – Located at 1308 E. Cherry Street, to allow residential use in a C-1 zone.
- Extensions:
  - CUP 08-005 Mountain View Apartments. Located on N. 7<sup>th</sup> Street north of Mingus Avenue, extension for CUP and DR for 60 units in 3 new buildings.
- Revoked Projects
  - PCU 16-004 Terra Bene. Located on S. Willard Street, revocation of a use permit to allow agricultural uses in an I-2 zone.

- **Design Review Summary:**

- Ten applications were considered by the Planning and Zoning Commission for Design Review. All requests were approved. Some projects are still in the process of development; others have already been completed.
  - Retail/Service:
    - DR 19-013 Verizon Store 875 S. Main Street revised DR to construct a new 2,000 square foot retail store.
  - Industrial:
    - DR 20-001 Herrick Mini Storage – New mini storage facility in I-2 zone located at 25 E. Cottonwood Street.
    - DR 20-002 ME Beauty Salon – New beauty salon at 108 N. Main Street.
    - DR 20-003 Springhill Suites – New hotel at 535 S. 6<sup>th</sup> Street.
    - DR 20-004 Millar Mini Storage – New mini storage and RV storage facility at 343 E. Cherry St.
    - DR 20-005 APS Utility Service Center – New service center on Coury Drive west of SR 260.
    - DR 20-007 Backus Airpark Hangar – New airplane hangar at 646 S. Airpark Road.
  - Residential:
    - DR 20-006 Mountain View Apartments. Located on N. 7<sup>th</sup> Street north of Mingus Avenue, extension for CUP and DR for 60 units in 3 new buildings.
    - DR 20-008 San Cipriano Apartments. Located at 1308 E. Cherry Street, a new 44-unit apartment complex.
  - Other:
    - DR 19-003 Extension - Cottonwood Christian Assembly 750 E. Mingus Avenue to extend completion date for construct a new 19,000 square foot church facility and site improvements.

- **Rezone Summary:**

- No new rezoning requests were considered by the Planning & Zoning Commission, one rezoning extension was requested. The extension was recommended for approval by the Planning & Zoning Commission to City Council, with Council approving it in 2021. One PAD rezoning, Z 13-022 Skyline Apartments, was revoked by the City Council after expiration of its time limit.
  - Z 18-001 Inspiration at Cottonwood – Extension of time of PAD zoning approval for a 192-unit apartment complex on 9 acres at 345 E. SR 89A.

- **General Plan Amendments:**

- NONE

- **Subdivision Plat:**
  - **PP20-001 The Vineyards at Cottonwood Phase 2** – Preliminary Plat for 21 lots on 4 acres located on the south side of Groseta Ranch Road, east of SR 89A. Commission approved and City Council approved the Preliminary and Final Plat.
- **Zoning Ordinance Amendments:**
  - **ZO 20-001 Livestock in C-1 zone** – adding keeping of livestock as a conditional use in C-1.
  - **ZO 20-002 Tiny Houses** – clarification of City's regulations on different types of tiny houses.
  - **ZO 20-003 Public Sidewalks** – adding standards for use of public sidewalks for outdoor display and sidewalk cafes.
  - **ZO 20-004 R-2 Setbacks** – reduction of rear yard setbacks abutting multifamily uses
  - **ZO 20-005 Outdoor Lighting** – standards for lighting on lots smaller than one half acre.
  - **ZO 20-006 RV Parks** – adding development standards for RV parks and adding them as conditional uses in commercial zones.
  - **ZO 20-007 AR Setbacks** – reducing required front yard setbacks in AR-20 and AR-43 zones.
  - **ZO 20-008 Medical Marijuana Facilities** – regulation pursuant to “Smart and Safe Arizona Act.”
  - **ZO 20-009 Landscaping Setbacks** – changing how front landscape yards are measured in commercial zones.
  - **ZO 20-010 Hillside Development** – correcting apparent typographical error affecting proportion of developable area

## **HISTORIC PRESERVATION COMMISSION**

*Staff Contact:* Jim Padgett, Planner, Community Development Department

(928) 634-5505, [jpadgett@cottonwoodaz.gov](mailto:jpadgett@cottonwoodaz.gov)

The seven members of the Historic Preservation Commission are citizen volunteers appointed by the City Council to advise on matters relating to historic preservation. This includes the making of plans and policies for the identification, evaluation, protection, preservation, and enhancement of historic structures, historic landmarks and historic districts in the City of Cottonwood. They work to increase public awareness of the values of historic, cultural, archaeological, and architectural preservation, by developing and participating in public education programs.

Additionally, the Commission reviews development within a historic district, maintains and updates a local historic properties inventory, reviews and proposes sites and structures for designation as a historic landmark, and for listing on the National Register of Historic Places. Members are appointed for terms of three years. The Historic Preservation Commission included the following members:

<b>Members</b>	<b>Term Dates</b>
Christian Vernosky, Chair	01/08/2011-01/03/2021
Tim Elinks, Vice Chair	01/08/2014-03/22/2020
Jeffrey King, Vice Chair	02/17/2019-Present
Kathryn Turney	03/21/2017-03/22/2020
Debbie Garrison	06/04/2019-Present
Jacob Mickle	01/02/2018-01/03/2021
Randi Stephens	06/04/2019-Present
Sheila Latham	10/20/2020-Present

**Meetings:** Fourth Wednesday of each month, except when this conflicts with scheduled holidays when the meeting is held on the third Wednesday of the month.

**Time:** 6:00 PM

**Location:** Cottonwood Council Chambers, 826 N. Main St., Cottonwood Community Club House, 805 N. Main St., Cottonwood Recreation Center, 15 S. 6<sup>th</sup> St. During the ongoing COVID-19 pandemic, the format of the meetings was changed to a virtual online meeting.

**Historic Preservation Commission had:**

- 6 regular meetings.
- 1 special meeting.
- 5 regular meetings cancelled.

## **PROJECTS:**

### **1. Seventh Annual Cottonwood Historic Home & Building Tour**

The 7th annual *Cottonwood Historic Home & Building Tour* was cancelled this year due to the ongoing COVID-19 pandemic. Since the 2020 Tour was cancelled, the Historic Preservation Commission took the lead with organizing and implementing the 2021 home tour event. The 2021 Tour will be implemented in a virtual format and may include residential and non-residential properties.

### **2. State Historic Preservation Office Pass-Through Grant**

The City of Cottonwood received the State Historic Preservation Office (SHPO) Pass-Through Grant in 2019. The Pass-Through Grant is a matching grant between the State of Arizona and the City of Cottonwood (60/40) that totaled \$20,000.00, and was used for an update for Phase 2 of the Historic Property Survey. Phase 2 recommended an expansion of the boundaries in the Cottonwood Commercial Historic District and added additional buildings to be recognized as contributing to the history of Cottonwood. SHPO is currently reviewing the application for the Phase 2 boundary expansion. The City of Cottonwood was approved by SHPO for another matching grant for the 2020/2021 year. Since the approval of the 2020/2021 grant the Historic Preservation Commission has started the process of updating the City of Cottonwoods Historic Preservation Standards and Guidelines.

### **3. Wayfinding Signage Master Plan**

Staff is working on a Wayfinding Masterplan and is coordinating with other departments and with business owners to determine the design, locations, cost, financing options, and administrative procedures for a comprehensive sign plan. The design of the signage is proposed to be compatible with the sign plans for the Riverfront Trails Master Plan and will be focused initially in the Old Town area.

### **4. Old Town Overlay District**

An overlay district for the Old Town area is being discussed with the Historic Preservation Commission. With the information from Phase 1 and 2 of the Historic Resources Survey, the boundaries of the existing Historic Commercial District were amended to include additional areas and to provide development guidelines for the Old Town area. Existing zoning requirements for commercial properties are not compatible with the existing development in Old Town and a proposed overlay district will assist with development projects. The plan this coming year is to update the existing Design Guidelines to accommodate unique property situations in the Old Town area.

## **BOARD OF ADJUSTMENT**

*Staff Contact:* Scott Ellis, Community Development Director

(928) 634-5505, sellis@cottonwoodaz.gov

In September 2008, the City Council approved the establishment of a separate five-member Board of Adjustment comprised of residents of Cottonwood appointed by the City Council. The Board acts in a quasi-judicial capacity by holding public meetings and considering evidence regarding requests for variances and appeals of decisions made by the Zoning Administrator. Variances may only be granted where it is shown that there are special circumstances applicable to the property including size, shape, topography, location or surroundings, so that the strict application of the Zoning Ordinance would deprive such property of privileges enjoyed by other property of the same classification in the same zoning district. Variances cannot be granted due to a self-imposed hardship or because of financial reasons. Any variance granted is subject to such conditions as will assure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity with the same zoning. Members of the Board of Adjustment:

<b>Members</b>	<b>Term Dates</b>
Jody Makuch, Chair	01/07/2020-08/13/2020
Denise Renard, Vice Chair	02/05/2019-Present
Diane Joens	05/02/2018-Present
Terry Payne	05/01/2018-03/05/2020
Thomas Disisto	06/19/2018-06/16/2020
Scott Anderson	09/18/2018-03/05/2020
Richard Pierce	01/07/2020-Present
Dave Meyers	04/02/2019-Present
Randall McCall	10/20/2020-Present

### **Variances:**

One variance was requested for the encroachment into the side and rear yard setbacks on a sub-standard size parcel in the Old Town area where the home already encroached into required setback areas on the parcel.

### **Appeals:**

No appeals were requested.

## **CONFERENCES AND TRAINING**

Staff and board members are encouraged to attend conferences and training sessions periodically throughout the year to stay informed with the latest information in the field and to improve the quality of service to the public. Some of the programs attended by various Community Development staff and board members included the following:

All conferences were cancelled due to the ongoing COVID-19 pandemic.