

SECTION 304. DESIGN REVIEW.

[Note: Throughout Section 304, subsections under lettered headings (e.g. A., B., C., etc.) will be numbered rather than lettered.]

A. PURPOSE.

1. The purpose of Design Review is to enable the Planning and Zoning Commission to make a finding that the proposed development is in conformity with the intent and provisions of this Ordinance and all other City Ordinances, and to protect and enhance the attractive appearance of development in the City of Cottonwood. The City of Cottonwood realizes the importance of a pleasing environment to protect the potential for business, industrial and residential development. The Design Review process is intended to preserve compatible land-uses and building design; rendering safe, attractive and harmonious development within the City and is therefore considered to be a furtherance of public health, safety and general welfare.

B. APPLICABILITY.

1. The provisions of this Section shall apply to all buildings, structures, signs, site plans, landscape plans and other plans which are to be hereafter erected, constructed, converted, established, altered (including resurfacing and repainting), or enlarged within the City of Cottonwood, as follows, except as described in Subsection C:
 - a. Proposed Development: The provisions of this Section shall apply to the exterior portion of all sites, buildings, structures and signs, except single-family residences not otherwise part of a Planned Area Development, which are to be hereafter erected, constructed, or established within the City of Cottonwood.
 - b. Existing Properties: The provisions of this Section shall apply to the exterior portion of sites, buildings, structures and signs, except single-family residences not part of a Planned Area Development, which are to be hereafter remodeled, converted, altered (including resurfacing and repainting), or enlarged after the effective date of this ordinance, or when there is a change in the distinguishing traits or primary features of the use of a building or land as evidenced by increased parking requirements, change in occupancy designation, change in outside storage, or other features and such change which occurs after the effective date of this Ordinance. The use of a building or land shall refer to the primary or specific purpose for which the building or land is occupied, designed, intended or maintained.
2. The provisions of this Section apply to grading activity, including any stripping, cutting, excavating, filling or shaping of the earth, land, soil or material, or removal of vegetation.

C. EXCEPTIONS:

1. Single-family detached dwellings and accessory uses which are not a part of a Planned Area Development; including manufactured homes.
2. Temporary sales and construction offices.
3. Public utility electrical transmission structures. Substations are considered to be voltage reduction facilities and are not exempt from the provisions of this Section.
4. Grading activity (cut and/or fill) on a parcel or total development site that is less than one (1) acre in size or that involves less than 50 cubic yards of material.
5. Under the following circumstances, the Zoning Administrator may grant Design Review approval for a building, structure, sign, or grading without action by the Commission, provided the proposal meets the criteria set forth in Subsection E.
 - a. A sign that has no more than one background color and one letter color, is flush mounted to the building or free standing, and is professionally rendered so as not to create a "tacked on" or "eye sore" appearance.
 - b. A building or structure that is either an addition or an accessory use to an existing building, and does not exceed one thousand (1,000) square feet. The addition or accessory use must be determined to be compatible with the existing building so as not to create a "tacked on" appearance.
 - c. An addition or accessory use that does not substantially alter the appearance of the site as seen from off the site.
 - d. A building or structure that is not clearly visible from an arterial or collector street.
 - e. Grading activity (cut and/or fill) that involves less than 1,000 cubic yards of material and is considered minor or is part of a site development plan previously approved by the Planning and Zoning Commission, Development Review Board or City Council.
6. The Zoning Administrator shall have the same duties and powers of the Commission in regard to these buildings, structures and grading activity. If there are problems which cannot be resolved between the Planning Staff and the applicant, or the proposal does

not clearly meet the criteria set forth in Subsection E. of this Section, the matter will be referred to the Commission.

D. APPLICATION FOR DESIGN REVIEW.

1. All applications for Design Review shall first be reviewed by the Code Review Board. Upon satisfactory completion of the review of technical requirements and conformance with zoning regulations, the Zoning Administrator will provide the applicant with the application for Design Review.
2. Application for Design Review shall be filed with the Zoning Administrator on the form provided. The application form contains the required information which must be submitted with the application.
3. Prior to the preparation of final architectural or engineering drawings for any buildings, structures or grading to which this Section is applicable, the property owner or his agent shall submit the following information for consideration:
 - a. Application for Design Review.
 - b. Complete site plans showing the areas devoted to buildings, parking layout, existing grades and drainage systems, landscaped areas, with a description of size and type of landscape materials to be used and the method for maintaining same.
 - c. Elevation drawings of all sides of the building or structure with an indication of materials and colors being used. Submit material and color samples, as well as other supportive information as required to clarify the application.
 - d. Any proposed signs must be shown with a sketch showing; size, height and shape of the sign; with a description of materials and colors to be used. Free standing signs must be shown on the site plan and building mounted signs must be shown on the building elevations.
 - e. Grading plans submitted for review must include a site development plan in compliance with approved zoning district standards.
 - f. Grading activity (cut and/or fill) that involves 1,000 cubic yards of material or greater shall require preliminary engineering plans to be prepared by a Civil Engineer. Submit all preliminary grading plans to the Community Development Department, who will then forward copies of such to the Building Official for preliminary review and comments prior to Design Review consideration.

- g. The grading plan shall indicate the limits of cut and fill in relation to existing and proposed conditions with elevation contours shown and cross-section drawings as necessary to adequately described the proposed project. The grading plan must adequately describe the proposed changes in relation to existing topographical conditions, including natural slopes and drainage features. Three dimensional studies shall be required for major projects. Any grading activity related to a proposed subdivision must be in compliance with an approved Preliminary Plat.
 - h. All other items as indicated in the application.
4. The Planning and Zoning Commission shall have the power to approve, conditionally approve or deny all applications for Design Review.

E. CRITERIA:

1. The Design Review process shall be guided by the following criteria:
 - a. Architectural Quality: The design quality of a building or structure shall enhance, strengthen and preserve the qualities and character of surrounding development and the City of Cottonwood as a whole.
 - b. Materials, Color and Textures: The materials used in constructing the building, structure, or sign shall be of similar or superior quality, color and texture and shall be compatible with those materials used in construction of buildings, structures or signs in the general proximity to the applicant's request.
 - c. Scale: The buildings, structures or signs shall be in proper scale with the parcel upon which it is located. The scale of the proposed buildings, structures or signs shall be compatible with those in the general proximity to the applicant's request and to the community.
 - d. Proportion: The relationship of the width of a building or structure to its height, as well as the relationships of the buildings components, including windows, doors, openings, walls and similar architectural elements, shall include balanced and harmonious proportions.
 - e. Architectural Details: Doors, windows, eaves, cornices and other architectural details of a building or structure shall be visually compatible with buildings and structures to which they are related.
 - f. Site Design: The overall design of the site plan, which is comprised of buildings, structures, engineering features, landscape and open space areas, parking and circulation facilities and similar elements, shall be done in a comprehensive manner that integrates the various aspects in a unified, efficient manner and it shall not

adversely affect the existing or potential development of properties in the general proximity.

- g. Access: Ingress, egress and on-site traffic, parking and circulation shall be designed to promote safety and convenience and shall meet the minimum requirements outlined in Section 406 Parking and Loading Requirements of this Ordinance.
- h. Landscape Design: Landscaping, including trees, plants and integrated site features, shall visually enhance the overall development project and be compatible with the surrounding buildings, structures and natural landscape, and shall incorporate xeriscape design principles with drought-tolerant, low-water use plant varieties.
- i. Lighting: Any on-site illumination shall be architecturally compatible to the overall project and not create a negative or visually detrimental effect on the building or neighboring properties.
- j. Signs: Signs shall be appropriate in scale, proportion, color and overall design relative to the exterior architectural character of the building, structure or site.
- k. Health, Welfare and Safety: The proposed development shall not have any detrimental effect upon the general health, welfare, safety and convenience of persons within the community.
- l. Site Grading: All grading plans must be submitted for preliminary technical review from the Building Official to ensure compliance with code requirements, including slope limits, setbacks, drainage, erosion, dust control, and other concerns.
- m. Grading Criteria: the design and implementation of all grading shall address the following:
 - 1) Ensure that grading activity is designed and implemented to minimize adverse impacts and include appropriate restorative measures;
 - 2) Avoid unnecessary visual scaring, excessive deposits of fill material on slopes and other adverse visual impacts resulting from cut and fill;
 - 3) Blend with the natural contours of the land. Alternations to the terrain shall be integrated with the exiting landscape in a harmonious manner;
 - 4) Conserve the natural scenic beauty and vegetation of the site to the greatest extent possible, including major rock outcroppings, natural drainage courses and native plants and trees;

- 5) Restrict the areas and volumes to the minimum necessary to implement the planned development;
 - 6) Ensure that graded areas, hillsides, slopes, or other areas subject to erosion are stabilized;
 - 7) Reduce the erosion effects of storm water discharge, preserve the flood-carrying capacity of natural or constructed waterways by limited soil loss, and protect drainage ways from siltation; and,
 - 8) Minimize dust pollution and surface water drainage from graded areas during grading and development.
- n. Architectural Embellishments: The design and placement of architectural embellishments shall be subject to the standards for Design Review as described in Section 404.H.3. "Height Regulations."
- o. Non-Habitable Rooftop Structures: The design and placement of non-habitable rooftop structures shall be subject to the standards for Design Review as described in Section 404.H.4. "Height Regulations."
- p. Monuments, Memorials and Statues: The design and placement of freestanding or attached monuments, memorials, statues, art installations or similar structures shall be subject to the standards for Design Review as described in Section 404.H.6. "Height Regulations."
- q. Wireless Communications Facilities: The design and placement of wireless communication facilities shall be subject to the standards for Design Review as described in Section 404.H.8 "Height Regulations."

F. APPEAL.

1. Any applicant or any citizen of the City of Cottonwood who is dissatisfied or aggrieved by the decision of the Planning and Zoning Commission may appeal such decision to the City Council by filing a written Notice of Appeal with the City Clerk, not later than fifteen (15) days from the date of the decisions.

G. VIOLATION AND ENFORCEMENT.

1. Prior to issuance of a building permit or grading permit the Zoning Administrator shall determine that all requirements of the Design Review process have been met.

2. The Zoning Administrator shall insure that all matters are undertaken according to conditions of the approved plans. Noncompliance with the approved plans shall be grounds for stopping work on the project or for denial of a Certificate of Occupancy.

H. CONFORMANCE TO CITY CODES, ORDINANCES AND REGULATIONS.

1. Any reference to “Development Review Board” or “Design Review Board” in this ordinance or any other City of Cottonwood code, ordinance or regulation shall be considered to mean the same thing as “Planning and Zoning Commission,” unless the City Council chooses to appoint a separate Design Review Board. Any reference to “Development Review” shall be considered to mean the same thing as “Design Review.”