



CITY OF COTTONWOOD COMMUNITY DEVELOPMENT DEPARTMENT

ANNUAL REPORT 2021

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/Animal Control 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 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
Cody Blazer	Building Official
Gary Davis	Senior Planner
Jim Padgett	Planner
Steve Jackson	Building Inspector
Megan Russell	Permit Specialist
Christina Papa	Assistant Planner/Code Enforcement Coordinator
Al Ponce	Ordinance Enforcement/Animal Control Officer
Autumn Durnez	Ordinance Enforcement/Animal Control Officer
Kelly Jobe	Administrative Assistant

OFFICE LOCATION:

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CONTACT INFORMATION:

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MAILING ADDRESS:

827 North Main Street
Cottonwood, AZ 86326

DEPARTMENT WEBSITE:

www.cottonwoodaz.gov/157/Community-Development

APPLICATION SUBMITTAL INFORMATION

Planning & Zoning applications can be found at the following web address:
<http://cottonwoodaz.gov/160/Planning-Division>

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

PLANNING & ZONING DIVISION

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

CURRENT PLANNING:

The Planning & Zoning Division reviews all development applications for compliance with the Zoning Ordinance, General Plan, and other code documents. This includes new development and redevelopment proposals as well as zoning changes, subdivisions, minor land divisions, master planned developments, annexations, conditional use permits and variances. Current planning also includes initial contact with applicants, coordinating preliminary meetings with the Code Review Board, and preparing presentations to the Planning & Zoning Commission, Historic Preservation Commission, Board of Adjustment and/or City Council.

LONG RANGE PLANNING:

Long-range planning includes preparing and evaluating amendments to the City of Cottonwood's General Plan, including the required ten-year major update. Long-range planning also includes amendments to the Zoning Ordinance, special studies, and other projects that address future interests of Cottonwood.

HISTORIC PRESERVATION:

The purpose of the Historic Preservation Commission is to further the preservation, protection, enhancement, rehabilitation and perpetuation of historic properties, structures, sites, landmarks, and historic districts, as necessary to promote the economic, cultural, educational, and aesthetic values of the community and the health, safety and general welfare of the public.

ORDINANCE ENFORCEMENT/ANIMAL CONTROL DIVISION

The Ordinance Enforcement and Animal Control 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 Administrative Hearing Officer process. Property owners are sent a Notice of Violation summoning them to An Administrative 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 3rd 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.

The Ordinance Enforcement and Animal Control Division aids the Police Department with a variety of cases that involve animals at large, traffic control for accidents, search and rescue, and swat negotiations where animals are involved. Ordinance Enforcement/Animal Control officers are on call to handle all animal control issues within the city limits, but are called out to neighboring communities to assist with other agencies as needed.

2021 Ordinance Enforcement/Animal Control Summary:

Animal related calls including animal problems, bites and abuse calls:	683
Code enforcement cases:	556
Violation Warnings:	309
Notices of Violation:	70
Cases submitted to the Hearing Officers:	87
Properties that abated:	428
15-Day Notices to Abate or be cited directly into the Cottonwood Municipal Court:	1
Cases recommended to be pursued in the Cottonwood Municipal Court:	11

Before:



After:



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, conducting field inspections, investigating complaints and related enforcement activities.

Total Construction Permits issued:

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

Annual Construction Report	Total Project Valuation	Difference
2020	\$25,962,184.94	116%
2021	\$97,351,549.29	

Residential Permits Issued:

Single-Family Residential:	46
Multi-Unit:	192 (Apartments & Condominium units)
Mixed Use:	1 (Residential & Commercial)
Manufactured Home:	30
Net Residential Growth:	269 Dwelling Units

Residential Solar:	111
Residential Remodel:	17
Residential Garages:	24
Residential Carports:	11
Fire Sprinklers:	38
Residential Fences:	52
Residential Miscellaneous:	124
Residential Demolition:	10

* Some permits were issued but construction has not begun.

Non-Residential Development Permits Issued:

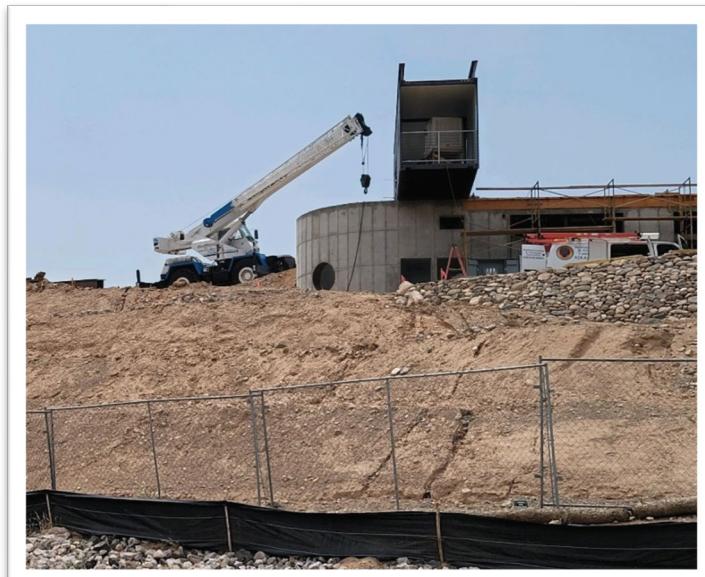
Includes renovated spaces, and miscellaneous minor permits, including utility permits, accessory structures, etc. Permits representing new non-residential construction or net growth include the following:

Tenant Improvements:	20
Commercial Grading:	11
New Commercial:	7
Commercial Miscellaneous:	31
Commercial Remodel	46
Commercial Demolition:	4
Commercial Solar	1
Commercial Fire Sprinklers:	4
Pools:	6

SPRINGHILL SUITES



MERKIN VINEYARDS



BOARDS AND COMMISSIONS

CODE REVIEW BOARD:

Staff Contact: Jim Padgett, Planner, Community Development Department
(928) 634-5505, 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, 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, such as ADOT, Yavapai County Health Department and Dead Horse State Park. Code Review applications must be accompanied by the minimum number of copies of applicable plans, and an application fee, which is set by the City Council.

Code Review Board Summary:

Meetings: 33

Projects: 55

Commercial Development:	18
Change of Use/TI/Remodel:	19
Residential:	12
Special Events:	23
Miscellaneous:	5
Subdivision:	1

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

Time: 9:00 AM

Location: Riverfront Meeting Room, 1083 E. Riverfront Road. Due to the ongoing COVID-19 pandemic, meetings were held online before mid-April.

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:

Member	Term Dates
Robert Williams, Chair	01/20/2019 - 02/07/2022
Lindsay Masten, Vice Chair	06/16/2020 - 04/05/2023
Randall Garrison	01/19/2021 - 02/15/2022
Thomas DiSisto	06/16/2020 - 10/18/2021
Angela Romeo	01/19/2021 - 10/18/2021
Shannon Klinge	02/16/2021 - 10/18/2024
Todd Shreve	10/05/2021 - 07/23/2023

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. Due to the ongoing COVID-19 pandemic, the format of the meetings was changed to a virtual online meeting in January and February.

Planning and Zoning Commission:

- 10 regular meetings
- 2 regular meetings cancelled (May and November)
- 3 Special Meetings
- 2 Joint Meetings

Activities:

CUPs:	7
CUP Modification:	2
Design Review projects:	11
Rezone projects:	2
General Plan Amendments:	1
Zoning Ordinance Text Amendments:	9

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 seven applications for new Conditional Use Permits, and two modifications.
- Approved Projects:
 - **CUP 20-012 Spa and Stay** – CUP to convert commercial unit to residential, 1765 E. Villa Drive.
 - **CUP 21-002 Mihelich Guest House** – CUP for guest house to exceed required square footage, 766 N. Main Street.
 - **CUP 21-006 Open Air Market** – CUP for outdoor market venue, 1050 N. Main Street.
 - **CUP 21-007 6th Street Lofts** – CUP for 56-unit apartments and three-story building height in C-1, 75 S. 6th Street.
 - **CUP 21-005 Mesquite Hills Sign** – CUP for extension of special directional sign, 586 W. SR 89A.
- Projects Not Approved:
 - **CUP 21-001 Verde River Vortex Campground** – CUP for campground in GA zone, 1253 N. Willard Road; motion to approve failed.
 - **CUP 21-003 1020 N. Main** – CUP for additional building height and residential use in C-1; motion to approved failed.
- Modifications:
 - **CUP 19-005 Verde Valley Homeless Coalition** – add emergency cold weather shelter and job search center, 654 N. Main Street.
 - **CUP 04-033 Fire Creek** – to allow two residential units rather than one, 677 E. Mingus Avenue.

- **Design Review Summary:**

- Twelve applications were considered by the Planning and Zoning Commission for Design Review. Eleven were approved, one was tabled and withdrawn by the applicant. Some projects are still in the process of development; others have already been completed.

- Retail/Service:
 - **DR 21-001 Bank of America** Kiosk – freestanding banking kiosk, 611 S. Main Street.
 - **DR 21-002 Tygar Mini-Storage** – 3 additional mini-storage buildings, 261, 271, 281 Jennifer Drive.
 - **DR 21-004 1020 N. Main Street** – building modification; tabled and withdrawn by applicant.
 - **DR 21-007 Exterior Renovation** – building façade renovation, 971-981 S. Main Street.
 - **DR 21-009 Unisource** – new administration building, warehouse, storage, and parking, 421 S. 14th Street.
 - **DR 21-010 Dairy Queen** – renovation of restaurant and site, 102 S. Main Street.
 - **DR 21-011 Rezzonator Studio** – new media studio, 711 S. Cove Parkway.
- Industrial:
 - **DR 21-005 Airplane Hangar** – hangar at 642 S. Airpark Road.
 - **DR 21-006 RV Park** – 37-acre RV park, 420 S. Happy Jack Way.
- Residential:
 - **DR 20-009 Lowney Apartments** – 5-unit apartment, 1214 E. Mingus Avenue.
 - **DR 21-003 11th Street Apartments** – 4-unit apartment, 322 N. 11th Street.
 - **DR 21-008 6th Street Lofts** – 56-unit apartments, 75 S. 6th Street.
- **Rezone Summary:**
 - **Z 21-001 Mihelich** – rezoning a small lot near Main Street and Willard Street from R-1 to CR.
 - **Z 21-003 Annexation Area** – rezoning newly annexed land from County RCU-2A to City zones NF and AR-87.

- **General Plan Amendments:**
 - **GP 21-001 Mihelich** – amending the General Plan land use designation from Low Density Residential to Neighborhood Commercial for a small lot near Main Street and Willard Street.
- **Subdivision Plat:**
 - **PP 21-001 The Vineyards at Cottonwood Phase 3** – Preliminary Plat for 29 lots on 6.2 acres located on the south side of Groseta Ranch Road, east of SR 89A.
- **Final Plat (final plats are presented and approved by City Council only):**
 - **FP 20-003 Kindra Heights** - Final Plat for 20 lots on 5.76 acres located south of Kindra Heights Road.
 - **FP 21-001 Mesquite Hills Phase 2** - Final Plat for 273 lots on 77.5 acres located on the north and south sides of Mesquite Hills Drive, 300 feet west of Mingus Avenue.
- **Zoning Ordinance Amendments:**
 - **ZO 21-001 AR-87 Zone, Agricultural Residential** – adding a new chapter for newly-annexed County rural land establishing a zoning district with a minimum lot size of two acres.
 - **ZO 21-002 NF Zone, National Forest District** – changing description to apply to both adjacent national forests.
 - **ZO 21-003 Shopping Center Signs** – amending requirements for height and number of signs in shopping centers.
 - **ZO 21-004 Fence Height** – allowing 6-foot fences on side yards for corner lots.
 - **ZO 21-005 Vehicle Storage** – updating and clarifying regulations of parking and storage of vehicles.
 - **ZO 21-006 Front Lot Line** – adding flexibility for determination of a front lot line for purposes of applying setback requirements.
 - **ZO 21-007 R2 and R3 Detached Units** – allowing for multiple detached dwelling units rather than just attached multi-family.
 - **ZO 21-008 C-1 Sales** – updating requirements for sales in C-1 and adding back keeping of livestock, which had been inadvertently removed.
 - **ZO 21-009 Design Guidelines** – replacing the historic preservation section with optional alternative development standards in the Old Town area.

HISTORIC PRESERVATION COMMISSION

Staff Contact: Jim Padgett, Planner, Community Development Department

(928) 634-5505, 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 and approves 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:

Members	Term Dates
Debbie Garrison - Chair	03/22/2020 - 03/22/2023
Jeffrey King, Vice Chair	12/17/2019 - 03/06/2022
Randi Stephens	06/04/2019 - 06/05/2022
David Collins	01/05/2021 - 03/22/2023
Joe Former	05/04/2021 - 05/05/2024
Richard Pierce	05/18/2021 - 10/23/2023

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. 6th St. During the ongoing COVID-19 pandemic, the format of the meetings was changed to a virtual online meeting but has returned to in-person meeting during the latter part of the year.

Historic Preservation Commission:

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

The Historic Preservation Ordinance has the following purposes:

1. Protect and enhance the landmarks and historic districts which represent distinctive elements of Cottonwood's historic, architectural, economic, social and cultural heritage.

2. Protect and enhance Cottonwood's attractiveness to visitors, tourists, and residents and serve as an important support and stimulus to business and industry.
3. Stabilize and/or improve property values, and protect existing investment involving the restoration and preservation of historic resources.
4. Encourage maintenance and preservation of structures so as to protect the health, safety and lives of people in Cottonwood.
5. Promote the use of historic design review districts and landmarks for the education, pleasure, and welfare of the residents of Cottonwood.
6. Further the Goals and Policies of the City's General Plan.

HISTORIC PRESERVATION PROJECTS:

1. Small Grant Matching Program

One current Historic Preservation project consists of the Historic Preservation Matching Grant Program. The intent is to provide a small grant program for exterior rehabilitation of properties designated as local Historic Landmarks with funds provided through the Cottonwood Historic Property Tour (formerly the Cottonwood Home Tour). The Historic Preservation Matching Grant Program is a 50/50 match up to \$3,500.00. The Historic Preservation Matching Grant gives eligible Landmarked properties the ability to apply for assistance for minor improvements to the exterior of the Landmarked structure. In 2021 the first grant was awarded for a roof repair project on a commercial building.

2. The Cottonwood Historic Property Tour

The Cottonwood Home Tour was rebranded this year and is now known as the Cottonwood Historic Property Tour. This allowed for the addition of commercial buildings and structures such as bridges and parks to be added to the list of showcased properties. The 2021 tour was a Virtual Tour that showed 13 local properties and is available for a nominal purchase that includes an e-book. The Cottonwood Community Club House was used to showcase the Historic Preservation Commission and the virtual tour while promoting the other projects the HPC works on.

3. State Historic Preservation Office Pass-Through Grant

The 2020 Certified Local Government Grant that was awarded to the city from the State Historic Preservation Office (SHPO) was used to update the Design Guidelines for the Old Town area. Within the boundaries of the "Special Planning Area" a property owner can choose to develop with standards more appropriate to the size of lots and the historical development patterns of the Old Town area. The previous standards of the Zoning Ordinance often conflicted with actual developed and platted parcels and it is the intent that the new guidelines allow some flexibility for development. Certain standards for setbacks, heights, lot sizes and density were modified to be more consistent with the existing development patterns in the area. A property owner has a choice to "Opt-in" to the new Design Guidelines or remain with the current development standards of the Cottonwood Zoning Ordinance. A grant has been received for the upcoming year to

provide for a survey/inventory of the residential neighborhoods in the Old Town Special Planning Area.

4. Landmarking

Three additional properties were granted Landmark status during 2021 and the HPC is working to add to the number of landmarked properties. The commission is currently reviewing the marketing and promotional efforts in order to inform and encourage qualified properties to acquire the landmark status.

5. Memorial Brick Program

The Memorial Brick program continues to place new bricks in the sidewalk in front of the Club House. The cost of a brick is \$100.00 and the purchaser can have three lines of text etched into the brick. If you have not yet participated with a brick purchase, please contact the Community Development Department for an application.

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:

Members	Term Dates
Denise Renard, Chair	02/05/2019 - 02/05/2022
Richard Pierce, Vice Chair	07/06/2021 - 05/05/2024
Dave Meyers	04/02/2019 - 04/04/2022
Randall McCall	10/20/2020 - 01/09/2023
Kyle Peltz	12/07/2021 - 12/09/2024

Variances:

- **VAR 21-001-** Variance to construct a garage that encroaches into the required rear and side setback in an R-2 (single family/multiple family residential) zoning district.

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 their 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:

May 2021: Permit Specialist attended the Permit Technician Certification Academy.

August 2021: Arizona Planning Association Conference held this year jointly with the Western States Planning Conference.

October 2021: Arizona Historic Preservation Conference, where the City was awarded the Governor's Heritage Preservation Honor Award for the renovation and rehabilitation of the Cottonwood Community Club House.

Building Inspector attended the Arizona Building Officials Conference.