



CITY OF COTTONWOOD

COMMUNITY DEVELOPMENT DEPARTMENT

ANNUAL REPORT

2023

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, serving as the enforcement branch of the Community Development Department, and handling animal control until June 30, 2023 for the City of Cottonwood. As of July 1, 2023, responsibility for animal control enforcement was moved to the Cottonwood Police Department.

COMMUNITY DEVELOPMENT DEPARTMENT

Staff:

Scott Ellis	Community Development Director
Cody Blazer	Building Official
Steve Jackson	Building Inspector
Michelle Mustain	Permit Specialists
Gary Davis	Senior City Planner
Kristina Hayden	City Planner
Clover Pinion	Assistant City Planner
Anthony Apodaca	Ordinance Enforcement Supervisor
Valerie Madrid	Ordinance Enforcement Officer
Charlotte Page	Community Development Administrative Assistant

OFFICE LOCATION:

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Cottonwood, AZ 86326

CONTACT INFORMATION:

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MAILING ADDRESS:

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Cottonwood, AZ 86326

BUILDING INSPECTION REQUESTS:

(928) 340-2724

DEPARTMENT WEBSITE:

www.cottonwoodaz.gov/157/Community-Development

APPLICATION SUBMITTAL INFORMATION

Use of the SmartGov application management software was implemented in January 2023. This software is used to track cases, applications, and permits for Code Enforcement, Planning, and Building. Applicants can access all Community Development applications through the following link:

<https://ci-cottonwood-az.smartgovcommunity.com/Public/Home>

Staff is continuing to onboard other departments applications into SmartGov including Fire, Public Works, and Airport. The goal is to create a one-stop-shop for applicants for all of their permitting and application needs.

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 general provisions, landscaping, parking, drive-thru elements in commercial zones; and processing 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.

Our Senior Planner, Gary Davis has been diligently working on our 2024 General Plan Update. In addition, he has created a document called, *The City Atlas*. It is a collection of maps, charts, and text compiled to present a comprehensive description of Cottonwood, Arizona. This edition contains the most up-to-date information available as of the end of the calendar year 2023. The topics in the *City Atlas* are arranged to align with the structure of Cottonwood's new General Plan, which is due to be adopted in 2024.

The *City Atlas* is intended to be used as a reference resource providing background for the 2024 update of Cottonwood's General Plan. After the adoption of the updated *General Plan*, the *City Atlas* will function as a companion document to the plan. Current information will be contained in the *City Atlas*, so the General Plan can focus on policies for the future. While the General Plan is a long-term document that gets a major update every ten years, the data in the *City Atlas* can be updated continuously.

HISTORIC PRESERVATION PROJECTS:

The Historic Preservation Commission conducted a historic residential property survey of residences within the boundaries of the Old Town Special Planning Area. The purpose of the survey is to determine the viability of establishing a residential historic district. The Commission will continue to apply annually for State Historic Preservation Office (SHPO) grants to further the process of establishing a residential historic district.

The Historic Preservation Matching Grant Program was initiated with a 50/50 match. The Historic Preservation Matching Grant is a competitive matching grant which grants eligible Landmarked properties the ability to apply for assistance for minor

improvements to the exterior of Landmarked structures. No applications for the matching grant were received for the 2023-2024 FY.

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 discretion 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.

Ordinance Enforcement/Animal Control Summary:

Animal related calls including animal problems, bites and abuse calls: (January 1 - June 30, 2023)	281
Code enforcement cases:	408
Violation Warnings:	254
Notices of Violation:	76
Cases submitted to the Hearing Officers:	93
Properties that abated:	313
15-Day Notices to Abate or be cited directly into the Cottonwood Municipal Court:	0
Cases recommended to be pursued in the Cottonwood Municipal Court:	3

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 outlined 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: 482

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

Annual Construction Report	Total Project Valuation	Difference
2022	\$35,136,983.02	+33.8%
2023	\$49,445,757.46	

Residential Permits Issued*

Single-Family Residential	13
Multi-Unit	125 (9 bldgs)
Mixed Use	0
Manufactured Home	24
Net Residential Growth	162 Dwelling Units

Residential Solar	68
Residential Garages/Carports	38
Fire Sprinklers/Alarms	10
Residential Fences	32
Residential Miscellaneous	89
Residential Demolition	7
Residential Grading	1
Residential Pool	2

* 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/TOP	13
Commercial Grading	9
New Commercial	14
Commercial Miscellaneous	87
Commercial Demolition	7
Signs	60
Commercial Solar	1
Commercial Fire Sprinkler/Alarm	4
Commercial Fence	3

APS



Merkin Restaurant



Kerr Residence



Inspiration Apartments

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: Kristina Hayden, Planner, Community Development Department
(928) 634-5505, khayden@cottonwoodaz.gov

The Code Review Board is a staff-level committee comprised of representatives from several City Departments as well as outside agencies like the Yavapai County Health Department, 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 a formal development application and/or building construction applications. Code Review applications must be accompanied by a complete submittal. Requirements include a complete submittal and application fee, which is set by the City Council. The Code Review Board typically meets once a week.

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

Time: 9:00 AM

Location: City Council Chambers - Riverfront, 1083 E. Riverfront Road & Police/Fire Department Conference Room, 199 S. 6TH Street.

Activity:

Meetings	32
Projects/Events Reviewed	66

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 includes the following members:

Members	Term Dates
Lindsay Masten, Chairwoman	04/04/2023 - 04/05/2026
Randy Garrison, Vice Chairman	01/19/2021 - 02/05/2025
James Glascott	02/15/2022 - 02/17/2025
Shannon Klinge	02/16/2021 - 01/18/2024
George Gehlert	02/23/2022 - 02/23/2026
Michael DuVernay	10-03-2023 - 10-03-2026
 Randi Stephens	 06/07/2022 - 07/18/2023
Robert Nelson	08/16/2022 - 11/20/2023

The Planning & Zoning Commission had 11 regular meetings, 1 Joint meetings with City Council, 2 special meetings. One regular meeting was cancelled.

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

Time: 6:00 PM

Location: City Council Chambers - Riverfront, 1083 E. Riverfront Road; Cottonwood Recreation Center, 150 S. 6th St. Staff and commission may join in person or virtually.

Projects:

CUP:	7
CUP Extension of Time:	0
CUP Revocation:	1
Design Review projects:	9
Rezone projects:	2
Rezone Extension of Time:	0
General Plan Amendments:	2
Zoning Ordinance Text Amendments:	3

- **Conditional Use Permit Summary:**

- The Planning and Zoning Commission considered 7 applications for new Conditional Use Permits.
- Approved Projects:
 - CUP-23-001 Hampton Inn & Suites
 - CUP-23-003 ATT Cottonwood Storage Yard
 - CUP-23-005 Corrugated Metal Fence
 - CUP-23-006 AirMethods EMS Staff Housing
 - CUP-23-007 Chipotle Store 4787
 - CUP-23-009 Grandmother Quarters/Tiny Homes
 - CUP-23-010 San Cipriano Townhomes Phase II
- Extensions:
 - None
- Revoked Projects:
 - CUP-20-008 Fojol Drive-in Element

- **Design Review Summary:**

- Nine applications were considered by the Planning and Zoning Commission or internally by staff for Design Review. All requests were

approved by the Community Development Director or the Commission. Some projects are still in the process of development; others have already been completed.

- **Retail/Service:**
 - DR-23-011 Chipotle, 611 S. Main St.
- **Commercial:**
 - DR-23-013 San Cipriano Townhomes II, 1351 E. Cherry St.
 - DR-23-012 Four Plex, 322 N. 11th St.
 - DR-23-009 Journey Church Renovations, 750 E. Mingus Ave
 - DR-23-008 Cottonwood Townhomes Village, 333 N. 16th St.
 - DR-23-002 Hampton Inn & Suites, 650 W. Mingus Ave.
 - DR-23-001 Verde Plaza Remodel, 195 S. 7th St.
- **Residential:**
 - DR-23-003 Cypress Garden SF Addition, 12 S. 11th St.
- **Other:**
 - DR-23-004 Cell Tower, 127 N. Main St.
- **Rezone Summary:**
 - Two new rezoning requests were considered and approved by the Planning & Zoning Commission.
 - Z-23-001 Verde Plaza Rezone, 195 S. 7th Street
 - Z-23-002 City of Cottonwood Rezone, multiple parcels
- **General Plan Amendments:**
 - Two General Plan Amendments were considered by the Planning and Zoning Commission.
 - GP-23-001 Verde Plaza Rezone (Z-23-001), 195 S. 7th St.
 - GP-23-002 City of Cottonwood Rezone (Z-23-002), multiple parcels
- **Subdivision Plat:**
 - None

- **Zoning Ordinance Amendments:**
 - All Text Amendments were recommended for approval by the Planning and Zoning Commission and approved by City Council.
 - ZO 23-001 Sections 201, 402, 404, 406, and 418
 - ZO 23-002 Storage and Fences
 - ZO 23-003 Landscaping

HISTORIC PRESERVATION COMMISSION

Staff Contact: Kristina Hayden, Planner, Community Development Department
(928) 634-5505, khayden@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:

<u>Members</u>	<u>Term Dates</u>
David Collins, Chair	01/05/2021 - 05/05/2026
Kristina Detjen, Vice Chair	04/05/2022 - 02/18/2024
Debbie Garrison	06/04/2019 - 05/05/2026
Joe Former	06/04/2021 - 05/05/2024
Randi Stephens	06/04/2019 - 06/28/2023
Raymond Mossey	06/20-2023 - 10/25/2023

Historic Preservation Commission had 5 regular meetings, 1 special meeting. A total of 6 regular meetings were cancelled.

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

Time: 6:00 PM

Location: Staff and Commission may join in-person or virtually

Cottonwood Council Chambers – 826 N. Main St.

Riverfront Council Chambers - Riverfront, 1083 E. Riverfront Road

PROJECTS:

1. Annual Cottonwood Historic Property Tour

The annual *Cottonwood Historic Property Tour* was canceled this year. Commission and staff intend to reconvene in 2024 to achieve a property tour.

2. Historic Preservation Commission Small Grant Fund

The small grant fund is a 50/50 matching grant that provides up to \$3,500 for the exterior restoration/repair of landmarked properties. The Historic Preservation Commission approved a draft proposal of the application for the grant and directed staff to advertise. No eligible applications were received for the 2023/2024 fiscal year.

3. State Historic Preservation Office Pass-Through Grant

The City of Cottonwood received the State Historic Preservation Office (SHPO) Pass-Through Grant for the 2022-2023 grant cycle. 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 to conduct a residential historic property survey. At the direction of the Historic Preservation Commission, staff did apply for the SHPO Pass-Through Grant for the 2023-2024 grant cycle, however, staff was informed that we did not receive the grant.

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
Kyle Peltz, Chair	12/07/2021 - 12/09/2024
Richard Pierce	01/07/2020 - 05/05/2024
Randall McCall	10/20/2020 - 01/09/2023

Variances:

No variances were requested.

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:

Arizona Chapter American Planning Association Conference in August 2023
National Annual Education Code Enforcement Conference
2023 Land Use Law Update
CLEA (Code Enforcement League of Arizona) Spring and Fall Conference
Arizona Association of Building Officials International Code Council
True Colors
Anti-Discrimination Awareness