



CITY OF COTTONWOOD

COMMUNITY DEVELOPMENT DEPARTMENT

ANNUAL REPORT

2022

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.

TABLE OF CONTENTS

Introduction..... Page 3

Planning and Zoning Division..... Page 4

 Current Planning

 Long Range Planning

 Historic Preservation

Ordinance Enforcement Division..... Page 5

Building Division..... Page 7

Boards and Commissions..... Page 10

 Code Review Board

 Planning and Zoning Commission

 Historic Preservation Commission

 Board of Adjustment

Conferences and Training..... Page 17

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
Cody Blazer	Building Official
Steve Jackson	Building Inspector
Gary Davis	Senior City Planner
Kristina Hayden	City Planner
Clover Pinion	Assistant City Planner
Al Ponce	Ordinance Enforcement Officer
Autumn Durnez	Ordinance Enforcement Officer

OFFICE LOCATION:

INFORMATION:

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Cottonwood, AZ 86326

CONTACT

Phone: (928) 634-5505
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MAILING ADDRESS:
REQUESTS:
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Cottonwood, AZ 86326

BUILDING INSPECTION
(928) 340-2724

DEPARTMENT WEBSITE:
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 the 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 zoning of districts, general provisions, parking, 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 applying for and utilizing the Arizona State Historic Preservation Office (SHPO) grant to conduct a historic residential property tour for the Old Town Special Planning Area, and raising funds for the Historic Preservation Matching Grant Program.

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 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:	714
Code enforcement cases:	514
Violation Warnings:	255
Notices of Violation:	75
Cases submitted to the Hearing Officers:	81
Properties that abated:	378
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:	4

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: 599

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

Annual Construction Report	Total Project Valuation	Difference
2021	\$97,351,549.29	-64%
2022	\$35,136,983.02	

Residential Permits Issued*

Single-Family Residential	45
Multi-Unit	56 (Apartments & Condominium units)
Mixed Use	1 (Residential & Commercial)
Manufactured Home	36
Net Residential Growth	138 Dwelling Units

Residential Solar	115
Residential Remodel	16
Residential Garages	7
Residential Carports	9
Fire Sprinklers	30
Residential Fences	38
Residential Miscellaneous	96
Residential Demolition	10

* 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	22
Commercial Grading	13
New Commercial	7
Commercial Miscellaneous	142
Commercial Demolition	3
Commercial Fire Sprinklers	7
Hotel	0
Community Service Station	0
Winery	0
Pools	1

APS



Merkin Restaurant



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 Yavapai County Health Department and Dead Horse State Park, 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. 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.

The Code Review Board had 35 meetings in 2022.

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

Time: 9:00 AM	Location: Riverfront Conference Center, 1083 E. Riverfront Road
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Projects: 41 (does not include Special Events*)

Commercial Development:	6
Change of Use/TI/Remodel:	18
Residential:	10
Special Events:	27*
Miscellaneous:	6
Subdivision:	1

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	01/21/2020 - 04/05/2023
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
Kyle Peltz	03/01/2022 - 11/29/2022 (resigned)
Randi Stephens	06/07/2022 - 05/19/2025
Robert Nelson	08/16/2022 - 08/18/2025

The Planning & Zoning Commission had 10 regular meetings, 2 Joint meetings with City Council, 2 special meetings and 2 regular meetings cancelled.

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. - 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.
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Activities:

CUP:	4
CUP Extension of Time:	0
CUP Revocation:	0
Design Review projects:	13
Rezone projects:	12
Rezone Extension of Time:	0
General Plan Amendments:	5
Zoning Ordinance Text Amendments:	7

- **Conditional Use Permit Summary:**

- The Planning and Zoning Commission considered 4 applications for new Conditional Use Permits.
- Approved Projects:
 - CUP 10-014 MOD Blazin' M Ranch Modification to Existing CUP
 - CUP 22-001 Sawmill Center Signs
 - CUP 22-002 Housing Solutions of NA Verde Valley Inn
 - CUP 22-003 Kerr Detached Garage Height
 - CUP 22-004 Mingus Ave. Lift Station - CoC
- Extensions:
 - None
- Revoked Projects
 - None

- **Design Review Summary:**

- Twelve 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 22-003 Verde Valley Homeless Coalition, 660 N. Main St.

- DR 22-006 Human Bean, 1300 E. State Route 89A.
- Industrial:
 - DR 22-002 Mountain View Industrial Park, 445 S. 6th St.
 - DR 22-005 Haunted Group/Backus Warehouse 250-252 E. Cherry St.
 - DR 22-010 Kenson Warehouse, 23 Crimson Rd.
 - DR 22-013 Columbia Storage Facility, 54 N. Alamos Dr.
- Residential:
 - DR 22-004 Housing Solutions of Northern AZ, 1089 S. State Rt. 260
 - DR 22-007 15 on 16th Multi-Family, 856 S. 16th St. WITHDRAWN by APPLICANT
 - DR 22-008 Bungalows on Main, 718 N. Main St.
 - DR 22-009 Village on Birch, 1642 & 1644 E. Birch St.
 - DR 22-011 89A & Vine, 540 N Bill Gray Rd.
- Other:
 - DR 22-012 Cell Tower, 127 N Main St.
- **Rezone Summary:**
 - Twelve new rezoning requests were considered by the Planning & Zoning Commission.
 - Z 22-001 Auto Fixation, 1151 E. State Route 89A
 - Z 22-002 CF Rezone, multiple addresses, Internal Request
 - Z 22-003 Franquero Lane Annexation, multiple addresses
 - Z 22-004 River Avenue Annexation, multiple addresses
 - Z 22-005 Willow Tree Lane Annexation, multiple addresses

- Z 22-006 Clemenceau Place, 250 W. Mingus Ave WITHDRAWN by APPLICANT
- Z 22-007 Masters Rezone, 902 N. 14th St.
- Z 22-008 Terbell Rezone, 597 E. 89A
- Z 22-009 The Village on Birch, 1642 & 1644 E. Birch St.
- Z 22-010 Silverado, 1342 S. Silverado Dr.
- Z 22-011 Bhatt Rezone, 1798 E Fir St.
- Z 22-012 89 & Vine Minor Amendment PAD, 540 N. Bill Gray Rd
- **General Plan Amendments:**
 - Five General Plan Amendments were considered by Planning and Zoning Commission.
 - GPA 22-001 CF Rezone (Z 22-002), 1 N. Willard St.
 - GPA 22-002 Masters Rezone (Z 22-007), 902 N. 14th St.
 - GPA 22-003 Silverado Rezone (Z 22-010), 1432 S. Silverado Dr.
 - GPA 22-004 Village on Birch Rezone (Z 22-009) 1642 & 1644 Birch St.
 - GPA 22-005 Terbell Rezone (Z 22-008), 597 E. State Rt 89A, Internal
- **Subdivision Plat:**
 - **PP20-001 The Vineyards at Cottonwood Phase 2** – Final Plat for 21 lots on 4 acres located on the south side of Groseta Ranch Road, east of SR 89A. The Final Plat was approved by City Council on June 21, 2022.

- **Zoning Ordinance Amendments:**
 - All Text Amendments were recommended for approval by the Planning and Zoning Commission and approved by City Council.
 - ZO 22-001 Misc MF Density Building Heights
 - ZO 22-002 R2 Density with GPA 22-001
 - ZO 22-003 Public Utility Lots
 - ZO 22-004 Cluster Subdivision
 - ZO 22-005 Front Yard Fences
 - ZO 22-006 Zoning of ROW; Outdoor Display; OTSPA 427; Parking Lot Striping

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>
Debbie Garrison, Chair	06/04/2019 - 03/22/2023
David Collins, Vice Chair	01/05/2021 - 03/22/2023
Kristina Detjen	04/05/2022 - 02/18/2024
Randi Stephens	06/04/2019 - 06/05/2026
Joe former	06/04/2021 - 05/05/2024

Historic Preservation Commission had 7 regular meetings, 2 special meetings and 5 regular meetings cancelled.

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 th St.
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PROJECTS:

1. Annual Cottonwood Historic Property Tour

The annual *Cottonwood Historic Property Tour* was cancelled this year. Since the 2022 Tour was cancelled, the Historic Preservation Commission organized and implemented a raffle drawing during the month of November with a kickoff at the Walkin' on Main event. The proceeds from the raffle drawing will fund the Historic Preservation Commission Small Grant Fund.

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 2022/2023 fiscal year.

3. 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 2022/2023 year. Since the approval of the 2022/2023 grant, staff has worked through the process of hiring a vendor to conduct the historic residential property survey.

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 2022

Rural Policy Forum in August 2022

Business Writing

Effective Presentation Skills