



CITY OF COTTONWOOD COMMUNITY DEVELOPMENT DEPARTMENT

ANNUAL REPORT 2015

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 mission of the City of Cottonwood Community Development Department is to ensure that the present and future growth and development of the city meets the standards set forth in the Municipal Code, Zoning Ordinance, General Plan, Building Codes and other adopted plans and ordinances so as to address the public health, safety and general welfare of citizens of Cottonwood.

The Community Development Department's goal is to provide professional planning and technical services to guide the orderly development of a healthy, balanced, 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.

COMMUNITY DEVELOPMENT DEPARTMENT

Berrin Nejad	Community Development Manager
Charles Scully	Planner
Scott Ellis	Planner
Steve Jackson	Building Inspector
Christina Papa	Planning Technician
Tyler Roberts	Assistant Planner/Code Enforcement Coordinator

Autumn Durnez	Ordinance Enforcement
Al Ponce	Ordinance Enforcement

Office Location

111 North Main Street

Department Website

www.cottonwoodaz.gov

Mailing Address

827 N. Main Street

Cottonwood, Arizona 86326

Phone Numbers

Phone: (928) 634-5505

Fax: (928) 634-4254

Building Inspection Requests:

(928) 634-5505 ext. 3317

APPLICATION SUBMITTAL INFORMATION

Website: A number of departmental applications and forms, including Code Review applications and Minor Land Division applications, are available for downloading from the City web site home page under the Forms/Jobs/Links drop down menu.

Applications Forms: To obtain application forms for development processes including design review, conditional use, variance and zone changes, please contact Berrin Nejad, Community Development Director to schedule a pre-application appointment. In most cases, Code Review Board is required prior to scheduling of development applications.

PLANNING DIVISION

The Planning Division manages both current and long-range planning activities:

CURRENT PLANNING

Current planning 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 division, 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 and Zoning Commission, Board of Adjustment and/or City Council.

LONG RANGE PLANNING

Long-range planning includes research and development for the City's General Plan and Zoning Ordinance amendments, as well as other duties which address future interests of Cottonwood. Long-range planning also includes special studies, project analysis, code amendments and plan development that affect the long term well-being of the city. 2015 long-range planning projects included the following:

"In progress" Projects worked on include the following:

Develop a sidewalk encroachment ordinance/policy and application process.

Develop a one-stop shop for all permitting required for various projects.

Complete various informational maps (streets, subdivisions, projects, etc.).

CDBG (Community Development Block Grant)

Cottonwood is part of the Small Cities CDBG program that provides grant funding on a 4-year cycle to be applied to a community project that benefits people in need, including low-income persons, persons with disabilities, senior citizens or similar populations; or that helps alleviate conditions of deterioration in the community. The process for this grant cycle began with public meetings in the summer of 2014. In December 2015, Planning Staff submitted the final requirements for the 2015 CDBG grant application, through NACOG. The Notice of Award is expected to provide over \$309,000 total with over \$265,000 available for construction costs for improvements to the Cottonwood Civic Center, a facility which benefits the entire community. Besides the involvement of the Community Development Department, including Planning and Building staff, the CDBG grant application for this project could not have been completed without the close cooperation and involvement of numerous City staff and departments, including the City Manager, City Clerk, Finance, Human Resources, Parks and Recreation, and Public Works.

Annexation

No property was annexed by Cottonwood in 2015, however, background work was conducted on two annexation proposals.

1. **SR 260 Gateway Annexation** - Developed preliminary proposal submitted to the Arizona State Land Department (ASLD) for annexation of the State Route 260 Gateway property, which includes 937 acres between the Verde River and the SR 260 corridor at the south boundary of Cottonwood. Annexation of State Trust Land requires support and approval from the ASLD, which typically requires a developed conceptual land use plan. The introductory proposal provided a detailed outline for such a proposal.
2. **Fir Street Boundary Correction** - When the Verde Village Unit 8 subdivision was recorded in 1970, no one apparently noticed that 13 parcels were located across a portion of the existing City boundary. Consequently, those parcels have been bisected by the

jurisdictional boundary with a portion of each parcel in both the City and the County. This raises significant concerns with regards to various legal rights and responsibilities for both property owners and local governments, including public safety responsibility, tax issues, voting rights, and associated administrative duties. Since state law does not allow the de-annexation of any incorporated property back to a county, the only option for correcting this situation is for the City to annex the county portions of the 13 parcels. Preliminary background studies and outreach to property owners has been underway in 2015.

Verde Front Program

City Planning staff continues to participate with all aspects of the Verde Front effort, providing support to the City Manager and Mayor on the Verde Front Leadership Committee, as a well as the Coordinating Team. Meetings are generally held quarterly. In addition, staff continues to monitor progress with the West Mingus Avenue Recreation Area proposal submitted to the Prescott National Forest. The proposal is still being studied through the required NEPA review. Staff will continue to monitor progress through 2016, with anticipation of approval and funding allocations for any required mitigation measures to be forthcoming.

Historic Preservation

Prepared 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 by the City Council.

2015 - Zoning Ordinance Amendments:

Ordinance 616. (November 3, 2015) Amendments to Section 308. C. 3. Medical Marijuana Cultivation Facilities and Medical Marijuana Infusion Facilities. Deleting size limits and spacing requirements.

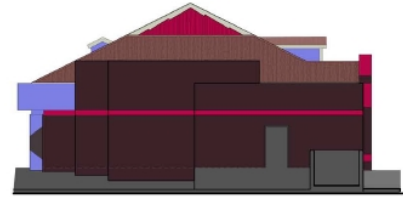
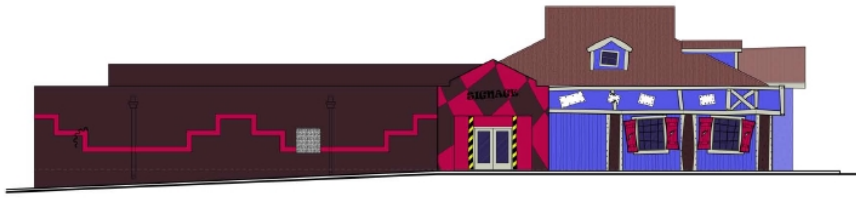
Ordinance 617. (December 1, 2015) Amendments to Section 302. Conditional Use Permits pertaining to review requirements, criteria for approval, and revocation procedures.

Ordinance 618. (December 1, 2015) Adding new Section 311. Certificate of Zoning Compliance, providing a method to track and document zoning conditions in a timely manner.

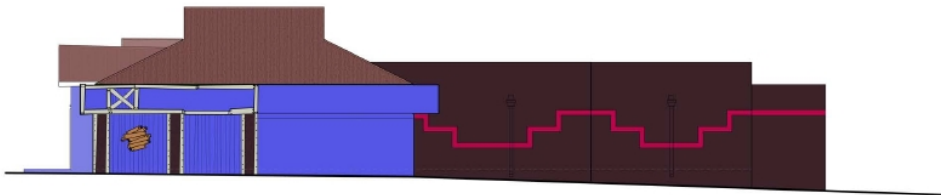
Ordinance 619. (2nd Reading: January 5, 2016) Amendments to Section 422. "I-2" Zone (Heavy Industrial) by deleting Residential uses as per R-3 Zone and MH Park standards as Conditional Uses, and adding "accessory residential use" as a Conditional Use.



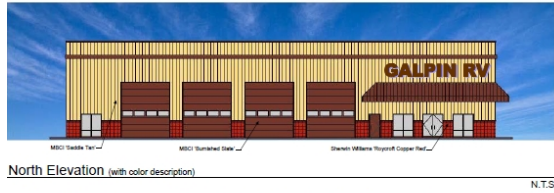
Old Town Dental



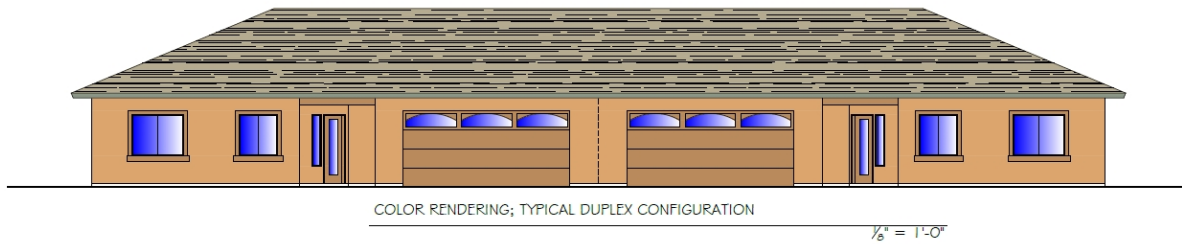
10 ELEVATION - NORTH



Kidzaam Dental



Galpin RV



Ridgecrest Apartments

CODE ENFORCEMENT

Code enforcement seeks to maintain the beauty, safety, and comfort of the community through the enforcement of the Cottonwood Municipal Codes, particularly the Zoning Ordinance. Accountability is kept through the Hearing Officer process. Owners are sent a Notice of Violation summoning them to the Hearing. If the property does not abate 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 perused in Municipal Court.

In 2015:

We received **200 complaints** (including from the public and noticed by enforcement officers).

We sent **71 Notice of Violation's**.

There were **72 cases** for the Hearing Officer.

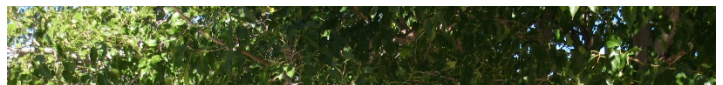
There were **74 properties** that **abated**.

There were **3 cases** recommended to be pursued in **Municipal Court**.

Before:



After:



Before:

After:

BUILDING DIVISION

Steve Jackson Building Inspector

Cottonwood Building Code: 2009 International Building Codes, with local amendments.

The Building Division has the responsibility of ensuring that all structures and development within the city limits are constructed and maintained to comply with the minimum safety standards set forth in the 2009 International Building Codes, 2008 National Electrical Code and the 2009 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 in 2015: 292

This includes residential, commercial and industrial projects, as well as miscellaneous permits, such as sewer hook ups, fences, solar, garages, carports, fire sprinklers and grading permits.

Residential Permits Issued:

In some cases permits were issued but construction has not begun.

Single-Family Residential:	27
Multi-Unit:	2 (Apartments & Condominium units)
Mixed Use:	0 (Residential & Commercial)
Manufactured Home:	22
Net Residential Growth:	97 Dwelling Units
Residential additions:	193.2 square feet (total)
Residential Solar:	55
Residential Remodel:	17
Residential Garages:	8
Residential Carports:	2
Residential Sewer:	7
Fire Sprinklers:	38
Residential Fences:	29
Residential Grading:	7

Non-Residential Development Permits Issued:

This list does include renovated space, miscellaneous minor permits, such as utility permits, accessory structures, etc. Permits representing new non-residential construction or net growth include the following:

Permits

Tenant Improvements:	30
Commercial Grading:	5
Utility Building:	1 totaling 5691 square feet
School	1 totaling 15500 square feet
Medical Building:	1 totaling 2168 square feet



90' Monopine at the VFW



Old Town Dental



Catholic School

Exterior

Interior



Kidzaam Dental



Highland Square

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: Scott Ellis, Planner, Community Development Department. (928) 634-5505
sellis@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 Board is to provide prospective developers with a review of various code requirements in advance of submittal of formal development applications and/or building construction applications. All proposals that are required to submit development applications for review and approval by the Planning and Zoning Commission, Development Review Board and/or the City Council must first submit a Code Review Board application so as 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 department, and outside agencies such as Yavapai County Health Department and Dead Horse State Park, as necessary. Code Review applications must be accompanied by a complete application, which includes the application form, the minimum number of copies of applicable plans and the application fee, which is set by the City Council. The Code Review Board typically meets once a week with a minimum of two weeks lead time required from the time of submittal.

Code Review Board Summary 2015

2015 Meetings: **36**

Projects: **32***

Commercial Development:	16
Change of Use/ TI / Remodel:	7
Public Works:	2
Residential:	1
Special Events:	29
Miscellaneous:	6
Subdivision:	0

Annexation: 0
Rezoning**: 1

*Some projects went to code review more than once.

**One rezoning project went to code review in 2014 and was finalized in 2015. It is not counted above.

Meetings: Tuesday mornings. Scheduling generally requires submittal of a complete application at least two weeks in advance.

Time: 9:00 AM

Location: Development Services Conference Room, 111 N. Main Street.

PLANNING AND ZONING COMMISSION

Staff Contact: Berrin Nejad, Community Development Manager (928) 634-5505 bnejad@cottonwoodaz.gov

The seven members of the Planning and 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 makes the final decision 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. In 2009, the P&Z Commission included the following members:

<u>Members</u>	<u>Term Expires</u>
Edmund Kiyler, Chair	01-08-17
Bob Williams, Vice Chair	12-31-15
Raymond Cox	01-08-17
Judd Wasden	01-08-17
Suzanne Poslaiko	12-31-15
Jean Wilder	12-31-15

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 PM

Location: City Council Chambers, 826 North Main Street

Planning and Zoning Commission 2014: Seven (7) meetings, plus one (1) Work Session

Conditional Use Permits:

Review and Amendments to existing CUPs: An ordinance amendment has been eliminated routine CUP reviews unless an applicant does not meet the conditions or the permit.

New CUP: Two (2)

Design Review projects: Seven (7)

Rezone Projects: Three (3)

Conditional Use Permit Summary: 2015

2 applications were considered by the Planning and Zoning Commission in 2015 for Conditional Use Permits. Both projects have been completed.

PCU-15-001 Coyote Trails Sign. Located on corner of Groseta Ranch Rd. and State Route 89A. APPROVED

PCU-15-002 Winery 101. 747 N. Main Street. APPROVED

Design Review Summary: 2015

7 applications were considered by the Planning and Zoning Commission in 2015 for Design Review. Some of these projects are in the process of development; some have already been completed.

Retail / Service:

DR-15-002 Old Town Dental. 542 N. Main Street. APPROVED

DR-15-003 Kidzaam Dentistry. 2180 E. State Route 89A. APPROVED

DR-15-004 Galpin RV Sales. 925 E. State Route 89A. APPROVED

Restaurants:

DR-15-001 Terrazu Coffee. Food City Parking Lot APPROVED

Industrial:

None.

Residential:

DR-15-006 Ridgecrest Apartments. South of State Route 89A, between 12th St. and 16th St. APPROVED

Office:

None.

Other:

DR-15-005 Communication Tower Extension. 191 E. State Route 89A (existing water tower). APPROVED

DR 15-007 Riverfront Wastewater Plant. 1187 E. Riverfront Road. APPROVED

Rezone Summary: 2015

3 applications for rezoning were considered by the Planning and Zoning Commission in 2015. Two of the three applications were recommended approved by the Commission to City

Council, with Council approving both projects.

- Z-13-022 Skyline Apartments. 840 & 842 S. Main Street. APPROVED BY P&Z AND CITY COUNCIL
- Z-15-001 EcoVillage. Located on the west side of N. 7th Street, north of Mingus Avenue. TABLED BY THE PLANNING & ZONING COMMISSION.
- Z-15-002 Galpin RV Sales. 925 E. State Route 89A. APPROVED BY P&Z AND CITY COUNCIL.

HISTORIC PRESERVATION COMMISSION

Staff Contact: Berrin Nejad, Community Development Manager (928) 634-5505 bnejad@cottonwoodaz.gov

The City of Cottonwood Historic Preservation Commission (HPC) was established by the City Council in November 2010, and held their first meeting January 12, 2011. They meet on the second Wednesday of the month starting at 6:00 PM at the City Council Chambers located at 826 N. Main Street in Old Town Cottonwood.

The Historic Preservation Commission met ten (10) times in 2015.

Historic Preservation Commission

	<u>Appointed</u>	<u>Term</u>
Tim Elinski, Chair	11/2010	1/2017
Annabel Sclipa, Vice Chair	11/2010	3/2016
Ryan Bigelow	11/2010	11/2017
Glenda Farley	11/2010	1/2017
Karen Leff	11/2010	1/2017
Marie Palowoda	3/2013	3/2016
Chris Vernosky	1/2014	11/2017

Staff Representatives

Berrin Nejad, Community Development Manager
Charlie Scully, Planner
Christina Papa, Senior Administrative Assistant

PROJECTS:

1. Second Annual Cottonwood Historic Home & Building Tour.

The 2nd annual *Cottonwood Historic Home & Building Tour* was held November 14, 2015, in conjunction with “*Walkin’ on Main*,” a popular street fair, which closes off several blocks of Main Street through the historic Old Town Cottonwood commercial district and includes a live music stage, wine tasting, fine art show, classic car display, and various vendors and community groups.

The Historic Preservation Commission took the lead in organizing and implementing the home tour event through a partnership with the Old Town Association, a non-profit group comprised of merchants, property owners and residents. Both residential and non-residential properties were included in the inaugural home tour. Participation for the 2nd annual event was up by almost 50% from the first event in 2014. With information learned from the two events, additional

improvements can be expected for the 3rd Annual Historic Home Tour planned for November 2016 in Cottonwood.

Total Attendance 2015: 113
Change from previous year: +49%

Survey Incentive

Returned Surveys: 77/113 68%

As an incentive to return surveys, drink tickets redeemable at a number of downtown establishments was offered. (Included: wine, beer, spirits, or coffee/tea.)

Participation rate for Drink redemption was 72% of survey participants.

2. Historic Preservation Small Grant Program

The main source of funds comes from the Historic Home Tour participants and generous donations by local businesses and individuals. The funds collected through the 2015 Historic Home and Building Tour, including participant fees and donations, serve as the basis for the initial program funds. The HP Matching Grant Program will provide an opportunity for locally Landmarked Historic properties to receive small grants for exterior improvements according to Historic Preservation guidelines. The program is structured as a 50/50 matching grant to be administered by Community Development staff according to standard construction review procedures with Grant review and associated work approved by the Historic Preservation Commission.

The program guidelines includes: Program Eligibility Requirements, Eligible Activities, Application Process, Review Criteria, Award Process, and general program requirements. Approximately \$4,411 was collected through Home Tour ticket sales and from generous donations by local businesses and individuals. Expenses included a number of one-time costs for the new program of almost \$2,000 leaving over \$2,400 to be available for matching grant opportunities.

Revenues	\$4,411.00
Expenses	<u>-\$1,998.53</u>
Net	\$2,412.47 to be available for 2016 matching grant program.

3. Cottonwood Historic Landmark Program.

Cottonwood Zoning Ordinance, Section 310 Historic Preservation Ordinance establishes the process for designation of local landmarks and creates the local landmark register. In 2015, one (1) property was added to the *Cottonwood Historic Property Register*:

ERSEL GARRISON LIBERTY GARAGE. (1923-1924) 1042 N. Main Street
Listed as Contributing Property in *Cottonwood Commercial Historic District* (1999.)

Theme: 20th Century Commercial.

Materials: Reinforced concrete construction with metal roof.

Historic Use: Auto repair shop, parts sales, and Ford Auto dealership showroom.

Current Use: Burning Tree Cellars, wine tasting room.

Building Owner: Randall Garrison



BOARD OF ADJUSTMENT

Staff Contact: Berrin Nejad, Community Development Manager (928) 634-5505 bnejad@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 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 its 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.

2015 Members of the Board of Adjustment:

The City has advertised several times to fill the Board of Adjustments and have not received any applications.

Variances

There was 0 Variances in 2015

Appeals

There was 0 Appeals in 2015

CONFERENCES AND TRAINING

Staff and board members are encouraged to attend conferences and training sessions periodically throughout the year so as to stay informed with the latest information in the field and to improve the quality of service to public. Some of the programs attended by various Community Development staff and board members in 2015 include the following:

- Flood Control Training - Maricopa County Flood Control
- Supreme Court Sign Case Ruling Workshop- Arizona Planning Association
- Arizona Land Use Law Conference, June 2015. Phoenix - Arizona Planning Association and State Bar Association joint conference