

**TOWN OF FLORENCE  
PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES**

**REGULAR MEETING OF THE TOWN OF FLORENCE PLANNING AND ZONING COMMISSION HELD THURSDAY, DECEMBER 17, 2015 AT 6:00 PM AT TOWN HALL COUNCIL CHAMBERS LOCATED AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA.**

**CALL TO ORDER**

Chairman Pranzo called the meeting to order at 6:00 pm.

**ROLL CALL**

Present: Chairman Pranzo, Vice-Chairman Putrick and Commissioner Petty

**PLEDGE OF ALLEGIANCE**

Chairman Pranzo led the Pledge of Allegiance.

**DISCUSSION/APPROVAL/DISAPPROVAL** of the minutes of the meeting conducted on November 19, 2015.

Gilbert Olgin, Senior Planner, noted that there was an error in the agenda stating to approve the November 19, 2015 Special Meeting Minutes. He noted the minutes to be approved were Regular meeting minutes, not Special meeting minutes.

On motion of Commissioner Petty, seconded by Vice-Chairman Putrick, and carried to approve the minutes of the regular meeting conducted on November 19, 2015.

**NEW BUSINESS**

**WINDMILL WINERY CATERING KITCHEN DESIGN REVIEW (PZ 15-63 DR)**

**DISCUSSION/APPROVAL/DISAPPROVAL** of a Design Review application by Rick McGee with Urban Rebuild on behalf of Harold Christ for a commercial kitchen at the Windmill Winery property located at 1140 W. Butte Avenue in Florence, Arizona.

Will Randolph, Town Planner, stated that the Windmill Winery is an event center that was started in Florence, Arizona several years ago. This center provides guests a unique experience with the hometown setting of Florence.

The Windmill Winery campus was incorporated as part of the Territory Square Planned Unit Development (PUD) and is approximately 56 acres in size, situated one mile west of Main Street in Downtown Florence. A wide range of activities and events are accommodated by the Winery, offering a diverse array of event opportunities from social gatherings to parties, weddings and receptions.

The Windmill Winery is introducing a catering kitchen to the campus. More specifically, an additional building with a commercial kitchen. The intent of the proposed additional kitchen is to be capable of supporting the preparation of food for large events that take place weekly at the Winery.

### **Project Data**

Parcel Number(s): 200-40-010A  
Gross Acreage: 2.5 acres  
Existing Use: Recreational  
Proposed Use: Commercial Kitchen

Zoning: Territory Square Planned Unit Development (PUD)  
Building Area: 5,000 sq. ft building shell (2,000 sq. ft kitchen)  
Building Height: 16' 8"  
Parking Provided: 44 parking spaces (2 ADA)

Building Setbacks:  
Street 10' – 30'  
Rear/Side 10' – 20'  
Service Lane 5' – 10'

The building would be located north of the intersection of the Butte Avenue and Plant Road alignment and approximately 160 feet east of Plant Road. The proposed kitchen would be the core interior element of a new 5,000 square foot building shell and would occupy 2,000 square feet. The remaining east side of the building would be utilized as a patio area until later uses and a second phase of construction would be determined.

The report focused on four main components:

- Building Elevations
- Access/Parking
- Grading and Drainage
- Landscaping

## BUILDING ELEVATIONS:

The building would be a rectangle shape, more specifically, 100' in length, 50' in width and 18' in height. The exterior character of the building would be built within the Territory Square District architectural guidelines, as well as matching the building materials used at the Winery.

The exterior of the building would be a combination of both brick and metal construction materials. The brick would be detailed in the same character as the main entry portion of the property. The roof of the building shell would have a slight pitch with metal siding that would cover the upper six feet of the building elevations above the brick. The exterior metal components on the building would match the existing rustic metal features already present on surrounding buildings. Windows would exist on the west elevation of the kitchen portion of the building shell. The second phase of the building construction to the east of the kitchen would have windows and full height glass on the north, south and east elevations.

Entry points to the building would be at the northwest corner of the building shell and the east side of the building. The second phase of construction to complete the east side of the building shell would have additional entrances on the north and south side elevations. The interior portion of the building would house a commercial kitchen with refrigerators, storage, bathrooms and an office.

## ACCESS:

Main vehicular access to the commercial kitchen building would be accessed from Plant Road and emergency/secondary access would be gained by entering off of Butte Avenue and driving through the established permanent access on the west side of the site.

Staff noted that Plant Road has been classified as a major arterial road per the Small Area Transportation Study (SATS) and would require available Right-of-Way on the east side of the section line to the APS easement along the Windmill property. This would be accomplished via a Map of Dedication (MOD). In addition, Plant Road would require a 35 foot curb radius into the subject site and would necessitate an access road to extend at least 50-feet into the site and from the edge of the roadway. The public works department may require the design for Plant Road prior to the completion of the construction of the kitchen facility.

Off-street loading and building access would be located on the north side of the building adjacent to the internal access road. The internal circulation lane would be an asphalt surface that is capable of supporting not less than 12,500 pounds point load (wheel load or gross wheel position weight) and 85,000 pounds live load (gross vehicle weight) per the 2006 International Fire Code requirements. The wheel load requirements shall pertain to final buildout and during construction.

Parking for the building would not be adjacent to the site; however required parking would be established at the southeast portion of the campus. The owner intended to use and expand an existing parking lot to the south. The existing parking lot would be extended to accommodate

44 standard and two ADA parking stalls. Stalls would measure 9' in width and 18' in length and 20' would be designated as access lanes on both sides within the parking lot. Parking spaces shall be adequately striped and redlined for fire access. Two required ADA parking stalls are existing at the northwest area of the parking lot to the south. The pathway from the parking area to the ADA ramp would be composed of a paved or concrete surface, per Town code requirements. An ADA ramp (no more than 1/12 slope) would be located along the south side of the building with a direct path (asphalt or concrete/pavers) from the ADA parking stalls to be determined and installed prior to the final construction.

#### GRADING AND DRAINAGE:

The property would have a master grading and drainage plan that provided water and retention for the property in two small lakes that are located east of the new building pad. An amended grading and drainage plan would be needed to the existing grading/drainage plan with appropriate elevations and flow lines. In addition, a drainage report would be required for Plant Road affected by this development to include offsite flows in quantities and points of discharge.

Plant Road should also consider road improvements to the section line recognizing floodplain elevations and drainage from the north, particularly from the overflow of private land from the northwest side of the Plant Road/Butte intersection. Any additional grading and retention would be done in accordance with the Town of Florence public works department.

#### LANDSCAPE/SCREENING:

Landscaping would maintain the existing theme of the Windmill Winery. Existing trees were shown on the site plan that are adjacent to the building and will remain. New trees would be planted along Plant Road and the internal roadway entrance with a 24" – 36" box size minimum. The type of plants and soft scape material would use the existing and similar materials already in use at the Winery.

Staff found that the request is in compliance with applicable Town codes and the Territory Square Zoning District. Therefore, staff recommended approval of the Design Review application for PZ 15-62 DR, subject to the following conditions:

1. Design Review approval shall expire in one year (December 17, 2016) from this approval if a building permit is not issued for the subject construction within said period.
2. New construction shall comply with all applicable Town codes, including all applicable building, fire and engineering codes.
3. Final grading and drainage plans, Plant Road design including right-of-way dedications, are subject to final Town Engineer and Fire Marshall reviews and approvals of construction plans and/or civil plans.

4. Owner/Developer shall provide a Map of Dedication (MOD) showing dedicated "Right-of-Way" on the east side of the section line to the APS easement along the Windmill property prior to final Certificate of Occupancy (C of O).
5. Owner/Developer shall provide a backflow preventer on the water line that connects to Butte and verify the size of the line on Butte.
6. Compliance with this Design Review approval shall be required prior to issuance of Final Certificate of Occupancy (C of O).
7. Parking lot area, parking stalls and ADA ramp shall meet ADA standards and specifications. ADA compliant paved/concrete walkway shall exist on the west side of the internal roadway from the north side of the parking lot to the ADA path leading to the proposed building.

Commissioner Petty inquired if Mr. Christ understood and was willing to agree to staff recommendations noted in the report. Mr. Christ stated he agreed.

On motion of Chairman Pranzo, seconded by Commissioner Petty, and carried to approve the Design Review application for the Windmill Winery catering Kitchen at 1140 West Butte Avenue, Florence Arizona.

## **STAFF REPORT**

### **Community Plan Boards and Commissions Conference Update from December 4, 2015**

Gilbert Olgin, Senior Planner, briefed the Commission on the success of the Commission members' attendance at the conference. He explained that he included Planning Zoning Commission informational tools in the Commissioners' meeting packets. This included "Riggin's Rules" which explains what's expected of each commissioner's conduct during Commission meetings. Also included was the Pima County rules and regulations for Commissioners to share with new and upcoming Commissioners. Both items are designed to give Commissioners assistance in how to make decisions and to outline commissioner duties.

### **CALL TO THE PUBLIC/ COMMISSION RESPONSE:**

Call to the Public for public comment on issues within the jurisdiction of the Planning and Zoning Commission. Individual Commission members may respond to criticisms made, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of the Commission shall not discuss or take action on any matter during an open call to the public unless the matters are properly noticed for discussion and legal action.

No public comment.


### **CALL TO THE COMMISSION- CURRENT EVENTS ONLY.**

Planning and Zoning Commission Meeting Minutes  
December 17, 2015

No Commission comment.

**ADJOURNMENT**

On motion of Commissioner Petty, seconded by Vice-Chairman Putrick and carried to adjourn the meeting at 6:14 pm.

X  2/18/16  
\_\_\_\_\_  
Gary Pranzo