



PLANNING & ZONING COMMISSION AGENDA

PLANNING & ZONING COMMISSION
REGULAR MEETING / PUBLIC HEARING
THURSDAY, JUNE 9, 2011
9:00 AM

COUNCIL CHAMBERS
CITY HALL
201 S. CORTEZ STREET
PRESCOTT, ARIZONA
(928) 777-1207

The following agenda will be considered by the **PLANNING & ZONING COMMISSION** at its **REGULAR MEETING / PUBLIC HEARING** to be held on **THURSDAY, JUNE 9, 2011, at 9:00 AM** in **COUNCIL CHAMBERS, CITY HALL**, located at **201 S. CORTEZ STREET**. Notice of this meeting is given pursuant to *Arizona Revised Statutes*, Section 38-431.02.

I. CALL TO ORDER

II. ATTENDANCE

MEMBERS

Tom Menser, Chairman	Ken Mabarak
Len Scamardo, Vice Chairman	Don Michelman
Joe Gardner	George Sheats
Tim Greseth	

III. REGULAR ACTION ITEMS

(May be voted on contingent upon any related public hearing items below being acted on unless otherwise noted).

1. **Consider approval of the minutes** of the May 26, 2011 regular meeting / public hearing.
2. **City of Prescott FY2013 through FY2017 Capital Improvement Program.** Budget Manager, City of Prescott, Jodi Fisher.

THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. WITH 48 HOURS ADVANCE NOTICE, SPECIAL ASSISTANCE CAN BE PROVIDED FOR SIGHT AND/OR HEARING IMPAIRED PERSONS AT PUBLIC MEETINGS. PLEASE CALL 777-1272 OR 777-1100 (TDD) TO REQUEST AN ACCOMMODATION TO PARTICIPATE IN THIS MEETING.

IV. PUBLIC HEARING ITEMS

(May be voted on June 30, 2011 unless otherwise noted).

3. **GP11-002, 912 Dameron Street.** APN: 116-20-009 and totaling ± 0.12 acre. Request to amend the General Plan Land Use Map from Low-Medium Density Residential to Commercial and to amend the Canterbury Neighborhood Plan, Goal 1, Objective 1.b. Owner is Dameron Properties, LLC. Applicant/agent is Jason Gisi. Planning Manager is George Worley (928) 777-1287. *(May be voted on June 30, 2011).*
4. **RZ11-003, 902, 908 and 912 Dameron Street.** APN: 116-20-009, 116-20-010, 116-20-011B, and totaling ± 0.35 acre. LDC Sections 4.7, 9.15 and Table 2.3. Request to rezone from Single-Family 9 Residential (SF-9) to Business General (BG) to allow a commercial development. Owner is Dameron Properties, LLC. Applicant/agent is Jason Gisi. Planning Manager is George Worley (928) 777-1287. *(May be voted on June 30, 2011).*
5. **SI11-002, 201 and 203 W. Leroux Street.** APN: 109-14-019 and totaling ± 0.18 acre. Zoning is Business Regional (BR). Request to construct six units of affordable housing per Planned Area Development (PAD) standards for increased density, LDC Section 9.5. Owner/applicant is Project Aware. Community Planner is Ruth Hennings (928) 777-1319. *(May be voted on June 30, 2011).*

V. CITY UPDATES

VI. SUMMARY OF CURRENT OR RECENT EVENTS

VII. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall and on the City's website on June 1, 2011 at 4:00 p.m. in accordance with the statement filed with the City Clerk's Office.



Kathy Dudek, Administrative Assistant
Community Development Department

PLANNING & ZONING COMMISSION
REGULAR MEETING / PUBLIC HEARING
MAY 26, 2011
PRESCOTT, ARIZONA

MINUTES of the PRESCOTT PLANNING & ZONING COMMISSION held on MAY 26, 2011 at 9:00 AM in COUNCIL CHAMBERS, CITY HALL, 201 S. CORTEZ STREET, PRESCOTT, ARIZONA.

I. CALL TO ORDER

Chairman Menser called the meeting to order at 9:00 a.m.

II. ATTENDANCE

MEMBERS PRESENT

Tom Menser, Chairman
Len Scamardo, Vice Chairman
Joe Gardner
Tim Greseth
Ken Mabarak
Don Michelman
George Sheats

STAFF PRESENT

George Worley, Planning Manager
Matt Podracky, Senior Assistant City Attorney
Kathy Dudek, Administrative Assistant &
Secretary to the Commission

COUNCIL PRESENT

Jim Lamerson, Council Liaison
Steve Blair

III. REGULAR ACTION ITEMS *(May be voted on contingent upon any related public hearing items below being acted on unless otherwise noted).*

1. **Consider approval of the minutes** of the April 28, 2011 regular meeting / public hearing.

Mr. Michelman, **MOTION: to approve the minutes** of the April 28, 2011 meeting. Mr. Sheats, 2nd. **Vote: 7-0.**

IV. PUBLIC HEARING ITEMS *(May be voted on today unless otherwise noted).*

2. **General Plan Update, Public Participation Plan Resolution.** Ryan Smith, Community Planner.

Mr. Worley reviewed the staff report and indicated:

- the Planning & Zoning Commission is the agency for the City of Prescott for general planning purposes;
- a citizens' committee has been appointed by City Council to review and/or update the 2003 General Plan (GP);
- City Council has determined to begin the General Plan update to coordinate with other agencies, i.e., Yavapai County, CYMPO, etc., as items under consideration will affect the other agencies;
- the citizens' committee, known as the General Plan Committee (GPC) will draft the GP language and format it prior to bringing it to the P&Z

- Commission for approval;
- one of the first tasks of the GPC is to draft a resolution for City Council for a "Public Participation Plan" (PPP);
 - P&Z must approve the PPP prior to sending it to Council for their approval;
 - the purpose of the PPP is to encourage input from citizens;
 - the GPC looked at proposed resolution for the PPC and included new areas of outreach such as using social media, i.e., Facebook, Twitter, the City's website, etc.;
 - the resolution includes regular updates to both the P&Z Commission and City Council;
 - the PPP also includes a 30-minute public comment period at the end of each GPC meeting;
 - all GPC meetings are open to the public; and,
 - the proposed resolution is broad in scope to permit the greatest amount of public participation possible.

Mr. Worley responded to comments and queries from commissioners:

- a minimum of two public hearings must be held in different locations—not at City Hall;
- as the agency charged with general planning, a line-by-line review was done by P&Z Commission during the 2003 GP;
- the GPC was selected by City Council and has a varied and knowledgeable background;
- under statute, the GP is required to be reviewed and/or updated every 10 years;
- an extension to defer the update to 2015 was allowed by the legislature;
- Council felt that the 2011 update is appropriate and will be coordinated with other agencies;
- new areas of consideration might include: water, population, characteristics and economic factors;
- the 2010 Census data has arrived and will be factored into the update;
- the economic environment during the 2003 GP was booming with a 5% to 6% growth yearly;
- potential changes to zoning requirements and the *Land Development Code* will be brought before this Commission;
- there are 13 persons on the GPC which includes two *ex officio* councilmen who will offer input to the GPC but will not have voting rights;
- the resolution was drafted with a minimalist approach to allow the most flexibility possible so that the public body will have the opportunity to voice their input;
- the GPC has agreed to come before the P&Z Commission at least quarterly or more frequently if necessary; and,
- the GPC meetings will be held the 2nd and 4th Wednesdays of the month from 4:00 to 6:00 PM, and the location will be posted at City Hall and on the City's website 24 hours prior to the meeting.

Councilman Lamerson, as liaison to the P&Z Commission, noted that the liaisons appointed are aware of other [city] issues, especially economic and water constraints. The constraints were not the same as those in the 2003 General Plan. Both councilmen, Steve Blair and John Hanna, will be instrumental in helping the GPC, especially in the area of shared revenue. Also,

codes and land use may have to be looked at differently. City Council feels that the P&Z Commission should get an update approximately every 30 days.

Mr. Daniel Matson, 148 E. Merritt Street, noted that he was one of two persons from the public that attended the GPC meeting on May 18. He stated that the public should be able to speak during the meeting before any vote is taken. As the GPC decided, public comments are designated for the last 30 minutes of any meeting.

Mr. Worley noted that a function of the GPC is to determine when to take public comments, and is not part of the PPP resolution being voted on today.

Mr. Mabarak, **MOTION: to approve the Public Participation Plan Resolution** as submitted in the Staff Report dated May 26, 2011. Mr. Michelman, 2nd.
Vote: 7-0.

V. CITY UPDATES

None.

VI. SUMMARY OF CURRENT OR RECENT EVENTS

None.

VII. ADJOURNMENT

Chairman Menser adjourned the meeting at 9:33 a.m.

Tom Menser, Chairman



Kathy Dudek, Administrative Assistant
Community Development Department

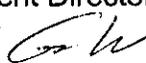
CITY OF PRESCOTT FY2013 THROUGH FY2017
CAPITAL IMPROVEMENT PROGRAM.

Jodi Fisher, Budget Manager, City of Prescott.

**GENERAL PLAN AMENDMENT
GP11-002
Residential Low-Medium Density to Mixed-Use
Commercial
912 Dameron Drive**

COMMUNITY DEVELOPMENT - PLANNING & ZONING DIVISION
PLANNING & ZONING COMMISSION
June 9, 2011 Study
June 30, 2011 Voting

TO: Planning Commission Members

FROM: Tom Guice, Community Development Director 
George Worley, Planning Manager 

DATE: May 27, 2011

APPLICANT: Jason Gisi on behalf of Dameron Properties, LLC

PARCEL: 116-20-009

ZONING: Single-Family 9 (SF-9) 9,000 square foot minimum lot size

REQUEST

This request seeks to amend the General Plan Land Use Map designation for property located at 912 Dameron Street from Low-Medium Density Residential to Mixed-Use (a Commercial designation) to allow a rezoning and development of the subject site as a retail commercial center. There are three residential lots east of and adjoining the existing commercial lot at the corner of Whipple Street and Ruth Street. Two of these lots (902 and 908) already have Mixed-Use Land Use designations. Approval of this request will allow all three lots to be rezoned to Business General to match the zoning of the corner lot.

ASSOCIATED NEIGHBORHOOD PLAN AMENDMENT

Associated with this request is a proposed amendment to the Canterbury Neighborhood Plan to modify a reference to future rezoning of residential parcels north of Whipple Street. Goal 1, Objective 1b of the neighborhood plan specifically endorses future rezoning of the first two residential parcels north of Whipple to a commercial designation. In this instance, three residential lots north of Whipple adjoin the existing commercially zoned parcel at the corner of Whipple Street and Ruth Street. It is the desire of the applicant to amend the General Plan designation for the third lot and then rezone all three lots to Business General to conform to the corner lot. This would then allow for the combination of all four lots and development of a retail commercial center. To

accomplish these actions, it is the desire of the applicant to amend the Canterbury Neighborhood Plan to allow for the third lot to be rezoned.

MAJOR VERSUS MINOR PLAN AMENDMENT

The scope of this project does not trigger the Major Plan Amendment process as defined by the General Plan.

ASSOCIATED REZONING REQUEST

Associated with this request is RZ11-003, rezoning of the three lots from their current SF-9 zoning to BG zoning. The rezoning request is dependent upon the General Plan amendment as state statutes require any rezoning to conform to the General Plan Land Use Map. Staff concerns for aspects of the site design are discussed in detail in the rezoning staff report.

Subject

Residential L

Commercial

**Mixed Use
Commercial**



LAND USE GOALS & OBJECTIVES

Goal 1

Retain the residential core of the neighborhood while allowing those residential properties most significantly impacted by current traffic patterns to transition to commercial land uses.

Objective 1A: Rezoning requests to the Residential Office zoning district should be accompanied with a development agreement to remove incompatible uses as defined by the neighborhood planning team. Uses to be excluded include multi-family residential, planned area development, boarding and rooming houses, day care group home, artisan studios, and music, dance and tutoring lessons. Personal and professional services are limited to regular operation hours of 8am to 6pm, Monday through Saturday.

Objective 1B: Support the rezoning of residential property along Whipple, two lots deep, from Jovian Drive to Dameron Street to either the Residential Office (RO) zoning district with shared access drives and connected parking areas.

Objective 1C: Support the rezoning of three residential lots along Whipple east of Canterbury Street to Residential Office (RO) zoning if alternative access can be provided.

Objective 1D: Support the rezoning of residential lots along Scott Drive to the Residential Office (RO) zoning district.

Objective 1E: The conversion of existing single family residences to multi family is strongly discouraged for all portions of the neighborhood including those areas suggested for commercial zoning districts.

Goal 2

Promote commercial development and redevelopment that is unobtrusive to the neighboring residential properties and protects those properties from adverse impacts such as increased noise or traffic.

Objective 2A: Require the use of buffering and screening mechanisms when commercial uses abut residential lots, such as landscaped berms, opaque fencing, and increased setbacks, to protect the privacy and minimize nuisances to the residents in the area. The types of buffering and screening required should be negotiated with the adjoining residential property owner.

Objective 2B: Commercial uses abutting residential properties are suggested to be limited in hours of operation to day time use only so as not to disturb area residents.

Objective 2C: Encourage lot consolidation for commercial rezoning requests along Whipple to promote development that has sufficient site facilities for parking, buffering and screening.

RZ11-003
Rezoning from SF-9 to BG
902, 908 & 912 Dameron Street

COMMUNITY DEVELOPMENT - PLANNING & ZONING DIVISION
PLANNING & ZONING COMMISSION
Meetings: June 9, 2011 Study
June 30, 2011 Voting

STAFF REPORT

TO: Planning & Zoning Commission

FROM: Tom Guice, Community Development Director 
George Worley, Planning Manager 

Date: May, 27, 2011

Request: Rezone three lots from Single-family Residential SF-9 to BG

Parcel No: 116-20-009, 116-20-010, 116-20-011B

Location: 902, 908, 912 Dameron Street

Owner: Dameron Properties, LLC **Applicant:** Jason Gisi

REQUEST:

This request seeks to rezone three lots from Single-Family Residential 9 (SF-9) to Business General (BG) to allow for the development of a retail commercial center. An associated General Plan Land Use Map amendment affects the northern-most lot (912 Dameron Street) and would change the designation of that lot from Low-Medium Density Residential to Mixed Use Commercial to match the other two lots fronting Dameron Street.

SITE INFORMATION:

The site is located north of Whipple Street and between Ruth Street and Dameron Street. The subject parcels are on the west side of Dameron Street and constitute the eastern 1/3 of the overall site.

PROPOSED DEVELOPMENT:

The site is proposed to be developed as a commercial retail center with, as yet, undefined retail and/or office uses. The site design indicates a drive-through window and stacking lane consistent with a Fast-food restaurant. 65 parking spaces are indicated on the site plan, which should be sufficient for most combinations of commercial uses. Three access points are shown, however one of those (onto Dameron Street) appears problematic to staff and will be discussed below.

Given the size and location of the site, the remaining two access points should be adequate for the proposed site design. At this time no Traffic Impact Analysis (TIA) is required, however one may be triggered by certain commercial uses. If required, the TIA must be completed prior to issuance of building permits (tenant improvements) for such uses.

MAJOR ISSUES:

Staff analysis of this rezoning considers site suitability, adequacy of existing and planned infrastructure and consistency with the General Plan and Neighborhood Plans.

COMPATIBILITY WITH NEIGHBORHOOD CHARACTERISTICS, ZONING & LAND USE:

The development of this parcel is proposed to be commercial in nature and will require adequate screening and buffering between those uses and the adjoining residential uses. Residential buffering requirements of the Land Development Code (LDC) will apply to the north property line of the proposed commercial site. The site plan indicates a combination of solid screening wall and landscaping to buffer noise and light impacts from the residences to the north. The remainder of the site must meet setback and landscaping requirements of the LDC. Any exterior lighting will also be required to meet all standards of the LDC.

The site is located within a Commercial Corridor Overlay district with certain design standards requiring muted building and roof colors, as well as, inclusion of certain building façade design features.

INFRASTRUCTURE

Streets and Utilities in the vicinity are adequate to serve the commercial use of this site. One significant issue for staff is the proposed driveway connection onto Dameron Street. Such a connection would necessitate the relocation of the existing traffic barrier northward approximately 50 feet to allow north bound traffic access into the commercial site. This creates the possibility of allowing drivers to turn onto Dameron Street without knowing that it is blocked. This could create unsafe conditions for vehicle circulation to the commercial site, as well as, creating conflicts with the residential traffic attempting to exit the neighborhood. Engineering staff strongly recommends against the creation of this driveway and the relocation of the traffic barrier.

CONSISTENCY WITH THE GENERAL PLAN:

One of the parcels proposed for rezoning also requires a General Plan and a Canterbury Neighborhood Plan amendment. The lot at 912 Dameron Street is designated residential on the General Plan Land Use map and is requested to be re-designated to Mixed Use Commercial by a separate action (GP11-002). That General Plan amendment also includes a modification of a provision in the Canterbury Neighborhood Plan that recommends future commercial zoning for only the first two lots off of Whipple Street.

Parcel Report for APN: 116-20-011B

Site Address: 902 DAMERON DR

Owner:

DAMERON PROPERTIES LLC
400 PRESCOTT LAKES PKWY
PRESCOTT AZ 86301

Subdivision Name: ALLANDALE TRACT - AMENDED
LOT 3

Max. Lot Coverage: 40%
Max. Bldg Height: 35 ft
Setbacks
Front: 25 ft
Side: 7 ft
Rear: 25 ft
Corner: 15 ft

Acres: 0.13 acres
Square Ft: sq.ft.
TRS: T-R-S

DOR Usage Code: 0131-SFR-010-3 URBAN-SUBDIVID
Description:

Zoning Information

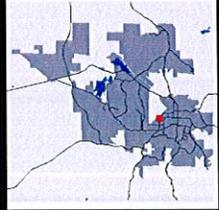
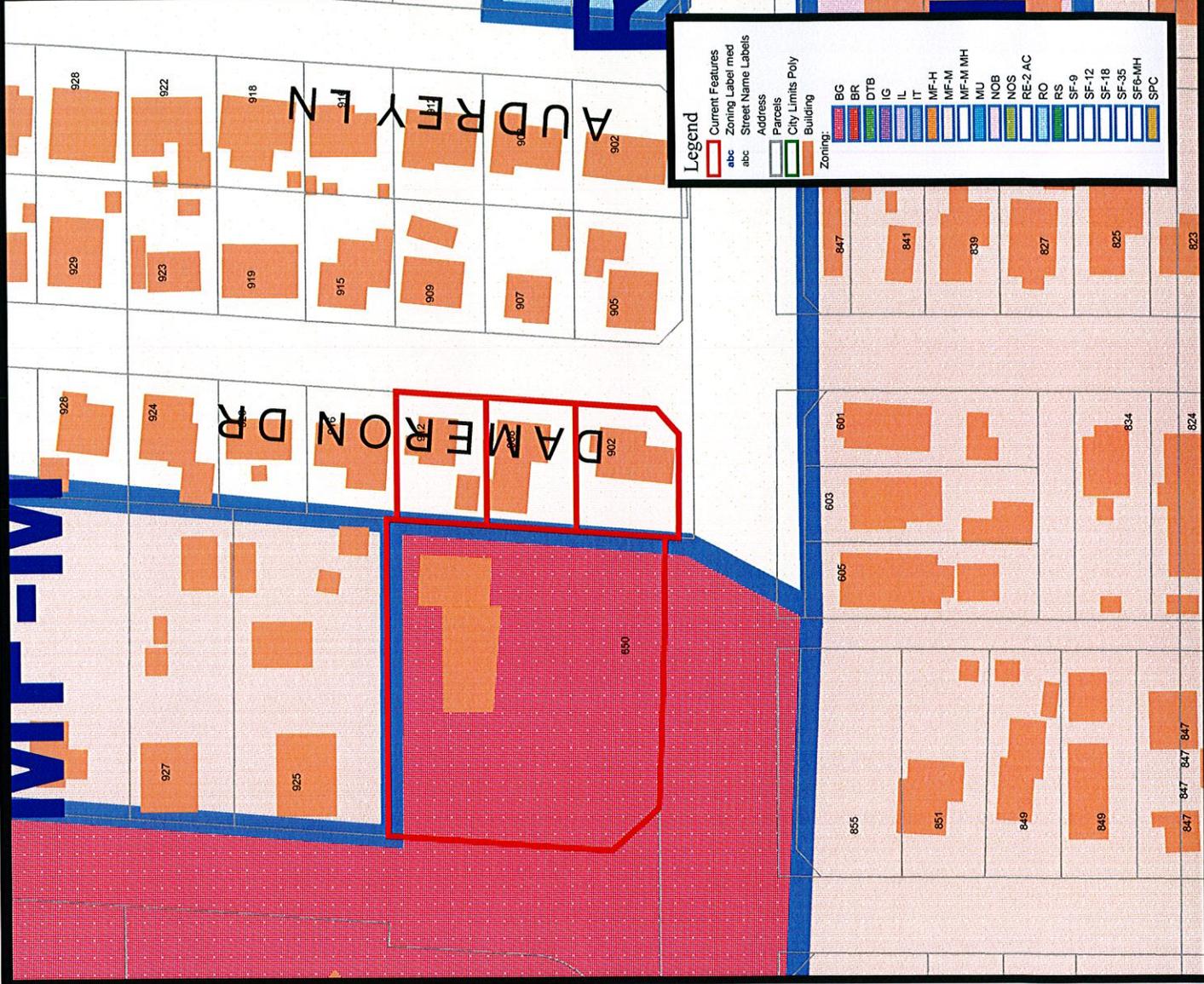
Zoning: SF-9

Flood Zone: X;
FIRM Panel: 04025C2061G

Overlay District Information

HPD District: Outside
NR District: Outside
Willow Creek District: Outside
Wipple-Zuma District: Inside
Hwy 69 District: Outside
Prescott East Area Plan: Outside
Prescott Enterprise: Outside
Airport Noise District: Outside
Wildlife Urban Interface: Outside

Planner's Actions:



902 DAMERON DR

This map is a product of The City of Prescott



Legend

- Current Features
- Zoning Label med
- Street Name Labels
- Address
- Parcels
- City Limits Poly
- Building

Zoning:

- BG
- BR
- DTB
- IG
- IL
- IT
- MF-H
- MF-M
- MF-M MH
- MJ
- NOB
- NOS
- RE-2 AC
- RO
- RS
- SF-9
- SF-12
- SF-16
- SF-35
- SF6-MH
- SPC



SI11-002

**SITE PLAN for a
PLANNED AREA DEVELOPMENT
201 and 203 W. Leroux Street**

COMMUNITY DEVELOPMENT – PLANNING AND ZONING DIVISION
PLANNING AND ZONING COMMISSION for June 9, 2011

STAFF REPORT

TO: City of Prescott Planning and Zoning Commission

FROM: Tom Guice, Community Development Director 
George Worley, Planning Manager
Ruth Hennings, Community Planner 

DATE: June 9, 2011

ZONING: Business Regional **LOCATION:** 201 and 203 W. Leroux Street

APN: 109-14-019 **AREA:** 0.18 acres

OWNER: Project Aware, Inc.
217 W. Leroux Street
Prescott, AZ 86303

REQUEST: This project is located on the southwest corner of Montezuma Street and W. Leroux Street, just east of the current Project Aware apartment complex. The site is approximately 0.18 acres, and is zoned Business Regional. In order to achieve a greater density than what is permitted by typical development standards, the applicant is proposing to construct six units of affordable housing on the site per the Planned Area Development increased density standards. As a part of the project, the existing structure located on the corner of Montezuma and W. Leroux Street is proposed to be demolished.

PAST COMMISSION AND COUNCIL ACTIVITY: On April 5, 2011, City Council approved the allocation of \$164,147.50 of Community Development Block Grant funds to Project Aware for the purchase of the property.

BACKGROUND: Project Aware is a non-profit corporation that provides shelter and affordable housing for men, women, and families. They currently own and manage 14 apartment units at 215 W. Leroux Street. Similar to the existing units, the proposed project will be available to those earning less than 60% of the median income and will be managed by Project Aware's case worker.

The applicant is proposing a Planned Area Development to achieve a greater density of units than is typically permitted by the zoning district standards. Development standards for the Business Regional zoning district require a minimum of 6,000 square feet for the first three units, and 1,500 square feet for additional units. Given the property size, a maximum of four units would be permitted on the property under strict application of the Code. However, maximum densities allowed in the Business Regional district per Planned Area Development standards are 32 units per acre. Approval of the Planned Area Development would permit up to six units.

PLANNED AREA DEVELOPMENT REVIEW: The purpose of a Planned Area Development (PAD) is to permit flexibility in development which may produce a more desirable project than would be possible through the strict application of the Land Development Code. The Commission shall review and the City Council may approve a PAD based on the following criteria (Section 9.5):

- 1. Conforms to applicable standards unless a deviation is allowed in the PAD process:** The applicant is requesting increased density as allowed per the PAD process. The site plan conforms with all other applicable standards of the Land Development Code.
- 2. Compatible with existing uses on adjacent properties:** The area surrounding the property is a mix of uses, including retail, office, residential, and a mobile home park. The project, a six-unit residential complex, is compatible with those adjacent properties. Management of the apartments will be contiguous with the adjacent property owned by Project Aware.
- 3. Does not create unfavorable impacts on existing uses in the area:** The project is not expected to create any additional impacts in the area.
- 4. Does not affect vehicular and pedestrian traffic and safety:** No negative pedestrian or vehicular impacts are anticipated. A new sidewalk will be required to be constructed along W. Leroux Street adjacent to the property.
- 5. Reasonably protects persons from hazards or impacts:** No negative hazards or impacts are expected.
- 6. Complies with the policies adopted in the General Plan:** The project supports the goals and vision of the General Plan, which recognizes the need for affordable housing stock within the City. (*General Plan* Sections 4.3 and 5.0)

SITE PLAN REVIEW: The proposed site plan shows two buildings with a shared yard. The building closest to the alley off of Leroux includes a Community Room and office on the first floor and two apartments on the second floor. The building closest to Montezuma will have two apartment units on each the first and second floors. Total proposed units on the site are six. Landscaping and parking as shown meet Land Development Code requirements.

PUBLIC COMMENTS: No written comments have been received to date.

Attachments:

- 1) Site Plan
- 2) Aerial Map

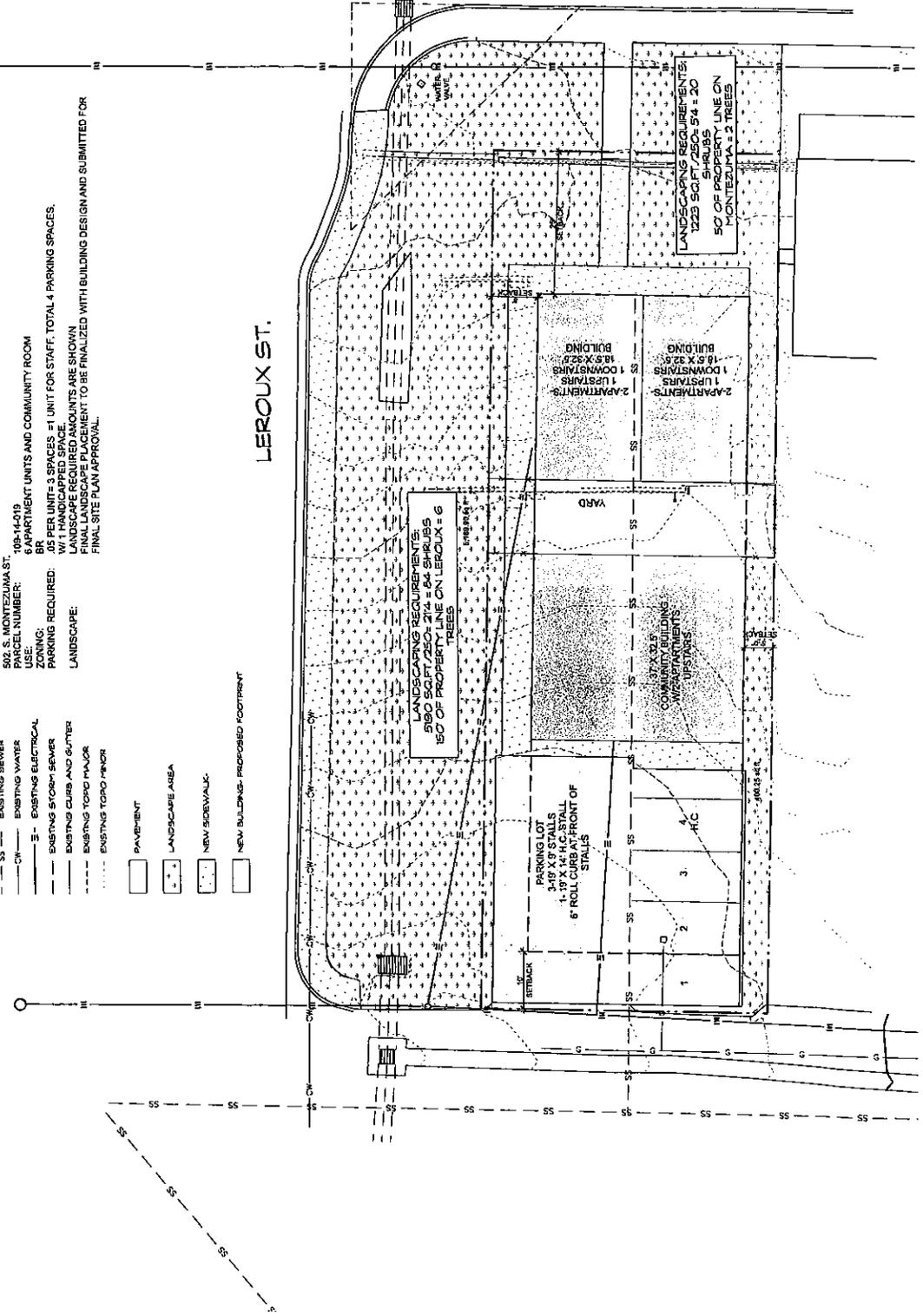
10

PROJECT AWARE PHASE IV

502 S. MONTEZUMA ST. : 105-14-019
 PARCEL NUMBER: 8 APARTMENT UNITS AND COMMUNITY ROOM
 USE: BR PER UNIT & SPACES = 1 UNIT FOR STAFF, TOTAL 4 PARKING SPACES.
 ZONING: RS PER UNIT & SPACES = 1 UNIT FOR STAFF, TOTAL 4 PARKING SPACES.
 PARKING REQUIRED: LANDSCAPE REQUIRED AMOUNTS ARE SHOWN
 LANDSCAPE: FINAL LANDSCAPE PLACEMENT TO BE FINALIZED WITH BUILDING DESIGN AND SUBMITTED FOR FINAL SITE PLAN APPROVAL.

- G — EXISTING GAS
- S5 — EXISTING BEWER
- CW — EXISTING WATER
- E — EXISTING ELECTRICAL
- — EXISTING STORM SEWER
- — EXISTING CURB AND GUTTER
- — EXISTING TOPD MAJOR
- — EXISTING TOPD MINOR
- PAVEMENT
- LANDSCAPE AREA
- NEW SIDEWALK
- NEW BUILDING PROPOSED FOOTPRINT

LEROUX ST.



Aerial Map

