



# PLANNING & ZONING COMMISSION A G E N D A

**PLANNING & ZONING COMMISSION  
REGULAR MEETING / PUBLIC HEARING  
THURSDAY, November 29, 2012  
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, November 29, 2012, 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, Vice Chairman  
Joseph Gardner  
Timothy Greseth

George Sheats  
Don Michelman  
Terry Marshall

**III. REGULAR ACTION ITEMS**

1. Consider approval of the minutes of the November 8, 2012 regular meeting.
2. PP12-001, 238 Meany St. Madison Park Cottages, lots 1 through 4, Block 5, Bashford Addition. APN: 113-14-053 totaling ±0.69 acres. Existing zoning is Multifamily Medium (MF-M). The proposed subdivision is to result in 6 lots with a PAD designation. Owner/Applicant is Habitat for Humanity.

**IV. PUBLIC HEARING ITEMS**

**V. CITY UPDATES**

**VI. SUMMARY OF CURRENT OR RECENT EVENTS**

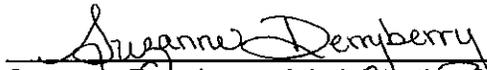
**VII. ADJOURNMENT**

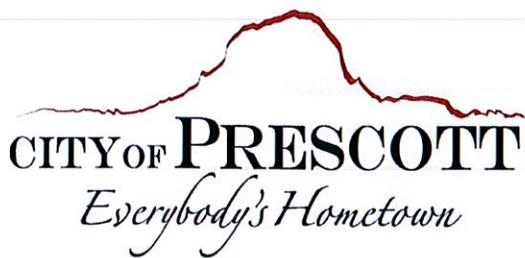
THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. WITH 48 HOURS ADVANCE NOTICE, SPECIAL ASSISTANCE CAN BE PROVIDED FOR SIGHT AND/OR HEARING IMPAIRED PERSONS AT PUBLIC MEETINGS. PLEASE CALL 777-1272 OR 777-1100 (TDD) TO REQUEST AN ACCOMMODATION TO PARTICIPATE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

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**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 November 20, 2012 at 1:30 p.m. in accordance with the statement filed with the City Clerk's Office.

  
Suzanne Derryberry, Administrative Specialist  
Community Development Department



**MINUTES of the PRESCOTT PLANNING & ZONING COMMISSION held on November 8, 2012 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**

<b>BOARD MEMBERS</b>	<b>STAFF MEMBERS</b>
Tom Menser, Chairman	George Worley, Planning Manager
Ken Mabarak, Vice Chairman	Matt Podracky, Senior Assistant City Attorney
Tim Greseth	Suzanne Derryberry, Administrative Specialist
Don Michelman	
George Sheats	<b>COUNCIL PRESENT</b>
Joe Gardner	Jim Lamerson
Terry Marshall	Len Scamardo

**III. REGULAR ACTION ITEMS**

1. Consider approval of the minutes of the July 12, 2012 regular meeting.

Mr. Michelman, MOTION to approve minutes. Mr. Sheats, 2<sup>nd</sup>. VOTE 7-0; passed

**IV. PUBLIC HEARING ITEMS**

1. PP12-001, 238 Meany St. Madison Park Cottages, lots 1 through 4, Block 5, Bashford Addition. APN: 113-14-053 totaling ±0.69 acres. Existing zoning is Multifamily Medium (MF-M). The proposed subdivision is to result in 6 lots with a PAD designation. Owner/Applicant is Habitat for Humanity.

Mr. Michelman stated that he is on the Board of Directors for Habitat for Humanity; however, he noted that he does not have any kind of financial involvement related to the project located at 238 Meany St. He indicated that he had spoken to the legal department regarding this matter.

Mr. Marshall stated that he also sits on a committee for Habitat for Humanity, and like Mr. Michelman, he does not have any financial involvement regarding the proposed project.

Mr. Podracky stated that neither Mr. Michelman nor Mr. Marshall had a conflict of interest related to the proposed project located at 238 Meany St. He added that those members would not be required to recuse themselves from voting on the proposal.

Mr. Worley reviewed the staff report and indicated that the project is a request for a subdivision plat. He continued by discussing specifics related to the project and displayed photos on the overhead projector.

Mr. Worley indicated that the two lots to the west have more than sufficient property to meet the minimum size requirements for single-family lots. The other four lots are slightly below the minimum requirement and is part of the reason for the PAD request. He continued by discussing lot size requirements as per city code.

Mr. Worley addressed the issues relating to a substantial rock outcropping which had constrained development of the property. He continued by discussing the planned open space areas which would allow flexibility to adjust lot sizes and to provide off-site parking spaces.

Mr. Worley noted that the proposed homes would be single-family housing and would be family occupied.

Mr. Worley described the process of approval and noted that should the preliminary plat be approved by the City Council, it would then have to be addressed by engineering to complete the final plat. He noted that typically the final plat goes straight to City Council for approval; however, if the Planning and Zoning Commission desire to review the Final Plat as well, then a request could be included in the Commissions motion when the Preliminary Plat request comes back for approval.

Steve Simpson, 6369 E. Andover Lane, stated that he does designs for Habitat homes and continued by explaining the reasons for the current design. Mr. Menser wanted to know if any of the Habitat homes ever end up back on the real estate market. Mr. Simpson stated that they try to take back the homes to filter them back through the system to provide housing to another family.

Mr. Greseth discussed the parking spaces and wanted to know if it would be required to have covered parking. Mr. Worley stated that it would not be a requirement. Mr. Greseth continued by asking if there would be any retaining walls placed around the parking area. Mr. Simpson stated that it did not appear that there would be a need for any retaining walls.

Other discussions from the commission included topics related to natural open space, some form of a HOA, parking, street improvements and lot sizes.

The Commission discussed their concerns regarding street improvements along Meany Street. Mr. Worley stated that staff would reexamine the concerns related to street improvements and would provide the committee with additional information at the next meeting.

Mr. Menser questioned who actually owns the Habitat homes. Mr. Simpson stated that the occupants are the home owners, which is usually accomplished through a 30 year mortgage.

Mr. Worley informed the committee that two letters were received from nearby residents noting their concerns related to the proposal.

Mr. Menser made a call to the public.

Tony Van Setten, 319 Madison Ave, stated that he works for Yavapai County Public Works, and noted his concerns surrounding the proposal and also spoke about the possible issues regarding drainage.

John Hensley, 1423 E. Cholla St, Phoenix, AZ, stated that he owns property at 255 Meany and 237 Meany. He voiced his concerns about the quality of life and the impact this would have on his investments.

Various members of the commission discussed possible options of having a cul-de-sac.

Miriam Haubrich, 1475 Valley Ranch Circle, Director of Prescott area Habitat, discussed different aspects related to the project and stated that the organization would do what is best for the area.

Mr. Menser asked if the project would still be economically viable if there was one less unit. Ms. Haubrich stated that if they cannot do one of the houses reasonably then they wouldn't do it. She added that they would prefer to do six houses, but five would work.

The committee agreed to continue the discussion at the following meeting to take place on November 29, 2012. Mr. Sheats, MOTION to continue the meeting. Mr. Mabarak, 2<sup>nd</sup>. VOTE 7-0; passed.

**V. CITY UPDATES**

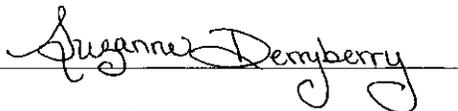
Mr. Worley discussed the upcoming Board and Commission training.

**VI. SUMMARY OF CURRENT OR RECENT EVENTS**

None

**VII. ADJOURNMENT**

Chairman Menser adjourned the meeting at 10:43a.m.



Suzanne Derryberry,  
Administrative Specialist

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Tom Menser, Chairman

**PLANNING & ZONING COMMISSION MEMO – 11/29/12**

**DEPARTMENT:** Community Development

**AGENDA ITEM:** Preliminary Plat and Planned Area Development for a six-lot subdivision. Owner: Habitat for Humanity, APN: 113-14-053, Zoning: MF-M, File No. PP12-001.

**Department Head:** Tom Guice 

**Planning Manager:** George Worley 

**Project Planner:** George Worley

**SUMMARY**

This is a proposed Preliminary Plat to create a subdivision with six single-family dwelling lots. The property is zoned Multifamily Medium (MF-M), which would allow single-family or multifamily developments. The lot layout is constrained by the topography on the site and the applicant has requested to modify the typical plat criteria through a Planned Area Development (PAD) to better address those constraints, while accomplishing their desire to have single-family homes for Habitat’s clients.

**UPDATE**

The Planning and Zoning Commission focused much of their questions on possible improvements in the Meany Street right-of-way. City engineering staff had not called for significant improvements because of the low volume of existing traffic and the low amount of additional traffic to be generated by the four new Habitat homes proposed. The Planning and Zoning Commission asked that we obtain some additional information on the potential for paving improvements on Meany Street.

Planning staff contacted the City Engineer, who advised that approximately a year ago Meany Street was given a thin overlay of asphalt (similar to chip seal) under the City’s dust control program. It was not paved. There is no current plan to pave Meany Street due to its short length, limited traffic and that it is a dead end. There is also a significant rock outcrop within the right-of-way at the southeast end of the Habitat lots that severely inhibits the construction of a standard full width street.

The potential for a limited paved turnaround was also discussed. It is the City Engineer’s position that such a turnaround would be beneficial, but would be limited to an L-type hammerhead due to the right-of-way width. An alternative would be to require Habitat to pave a full width (the full width of the 8 parking spaces on parcels 1 and 2) driveway in the right-of-way from their property line to the existing chip sealed portion of Meany Street. This would create a turnaround situation similar to a “knuckle”. Additional grading and chip sealing may be possible along a portion of the Meany Street right-of-way east of the driveway location to provide room for on-street parking. That potential could be evaluated as a part of the designs for the Final Plat.

**AGENDA ITEM: PP12-001 - Preliminary Plat and PAD for Habitat for Humanity**

**STAFF RECOMMENDATION**

Staff recommends approval of PP12-001, Madison Park Cottages, with the conditions listed below.

**ATTACHMENTS** - Preliminary Plat/Site Plan  
- Aerial Photo of site

**SUGGESTED MOTION**

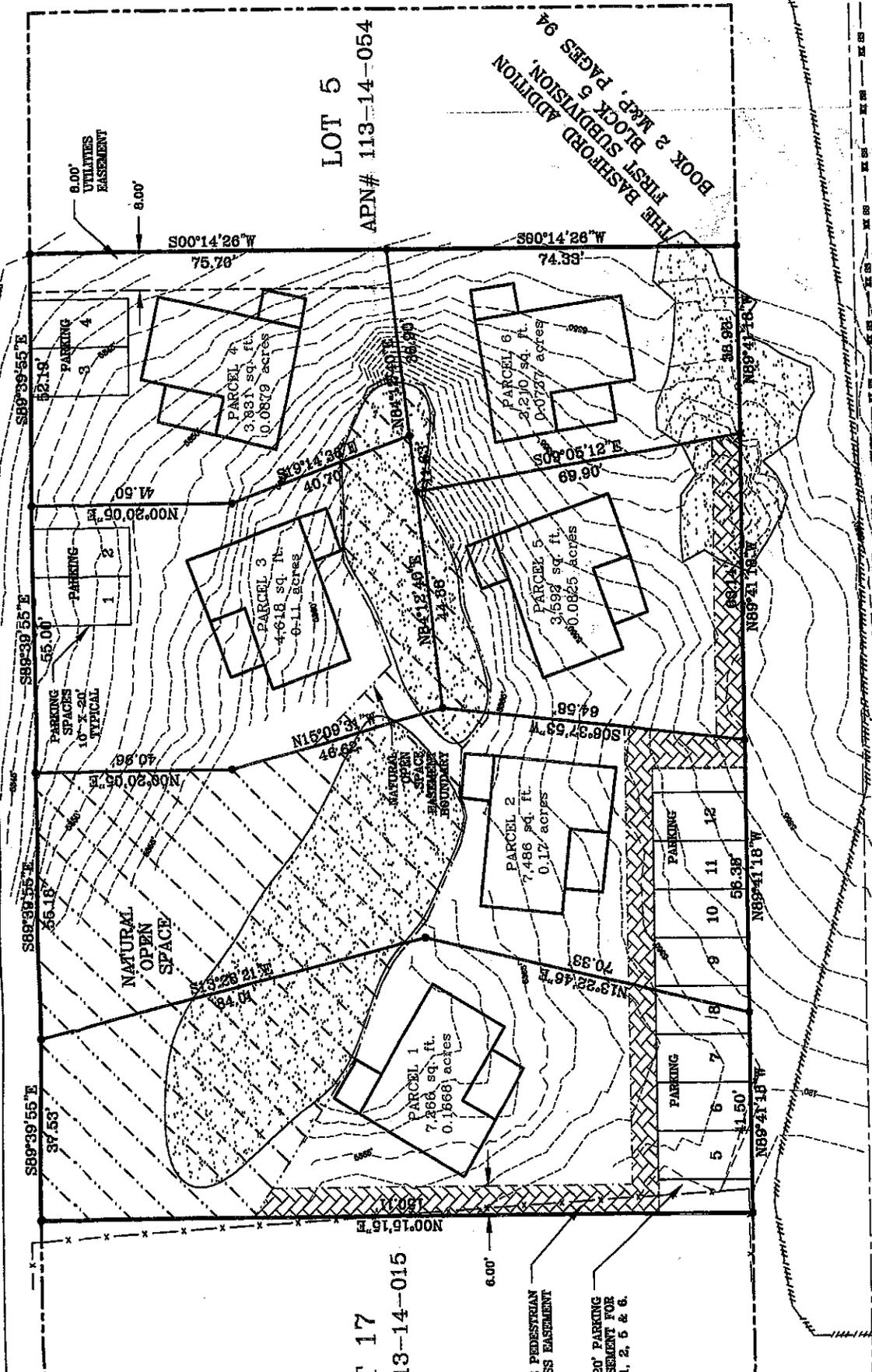
Move to recommend approval of PP12-001, Madison Park Cottages, with the following conditions:

1. That all easements will be delineated and described on the plat.
2. That maintenance responsibility for all easements will be specifically assigned on the plat.
3. That the parking spaces for all parcels will be permitted within the front building setbacks.
4. That the LDC requirement for on-site parking spaces will be waived to allow the congregate parking for parcels 1, 2, 5 and 6, as proposed on parcels 1 and 2.
5. That the 8 parking spaces fronting Meany Street will be paved and that said paving will be extended into the right-of-way to meet and match the existing surfacing material.
6. That additional off-site improvement to Meany Street to provide additional guest parking may be required at the time of Final Plat.

# SHORT STREET

LOT 5  
APN# 113-14-054

THE BASHARD ADDITION,  
FIRST SUBDIVISION,  
BOOK 2 MAP, PAGES 94

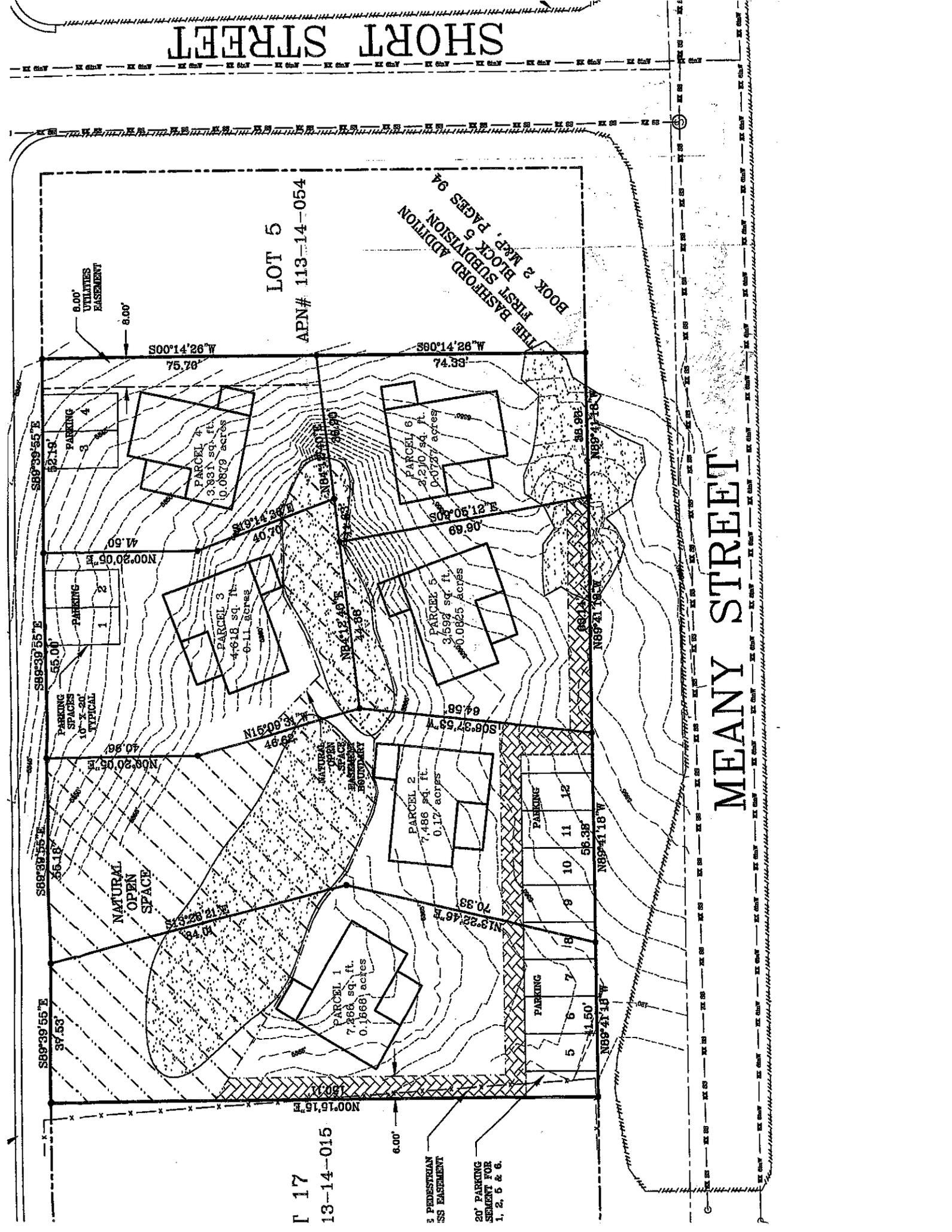


# MEANY STREET

Γ 17  
13-14-015

3 PEDESTRIAN  
SS EASEMENT

20' PARKING  
SEGMENT FOR  
1, 2, 5 & 6.





314

310

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