

**PLANNING & ZONING COMMISSION
REGULAR MEETING / PUBLIC HEARING
November 29, 2012
PRESCOTT, ARIZONA**

MINUTES of the **PRESCOTT PLANNING & ZONING COMMISSION** held on **November 29, 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

BOARD MEMBERS	STAFF MEMBERS
Tom Menser, Chairman	George Worley, Planning Manager
Ken Mabarak, Vice Chairman	Matt Podracky, Senior Assistant City Attorney
Tim Greseth	Kelly Sammeli, Recording Secretary
Don Michelman	
George Sheats	COUNCIL PRESENT
Joe Gardner	Len Scamardo
Terry Marshall	Jim Lamerson

III. REGULAR ACTION ITEMS

1. Consider approval of the minutes of the November 8, 2012 regular meeting.

Mr. Michelman, MOTION to approve the minutes. Mr. Mabarak, 2nd. VOTE 7-0

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.

Mr. Michelman stated that he was on the Board of Directors for Habitat for Humanity, however, he indicated that he did not have any kind of financial involvement related to the proposed project and 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 did 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 provided an overview of the requested proposal. Mr. Worley indicated that most of the feedback from the commission during the

previous meeting was related to Meany Street and needed street improvements. He noted that some of those issues were discussed in the staff report. He addressed concerns regarding easements and maintenance issues as well as parking for all of the parcels. He continued by discussing the commission's request for a turn-around at the end of Meany St. and stated that the engineering services department didn't want to require a full street improvement due to the fact that there is very little traffic on that street.

Mr. Worley continued by discussing opportunities available regarding parking spaces and offsite improvements.

Mr. Menser called for any comments from the public.

Steve Simpson, 6269 Andover Lane., Prescott Valley, stated that they are budgeting approximately \$100,000 per lot and they are proposing a total of 6 lots. He pointed out that when other items must be added to their budget, it removes them from the affordable range to do the project.

Mr. Mabarak wanted to know the size of the units. Mr. Simpson stated that the 3-bedroom homes are just under 1,200 square feet and the 2-bedroom homes are slightly over 1,000 square feet.

Miriam Haubrich, Director of Habitat for Humanity, 1475 Valley Ranch Cir, stated that the Prescott Area Habitat is an energy star builder and it's their goal to make affordable homes. She expressed her concerns about keeping the project as affordable as possible.

Doug McFarlane, 306 Comfort Street, discussed issues related to Meany Street and parking concerns.

Tommy Van Setten, 319 E. Madison Ave, discussed his concerns regarding parking on Meany Street.

John Hensley, 237 and 255 Meany Street, expressed his opposition of the proposal and voice concerns regarding parking.

Dave and Candy Rolering, owners of 440 Short Street, discussed their concerns with traffic congestion.

Mr. Menser discussed paving improvements and talked about the parking base being pulled out to the edge of the street paving even though they would be half way on public right-of-way; which would be no different from every other driveway in the city. Mr. Worley stated that it was one of the issues discussed and extending the driveways down to meet the existing pavement would provide some additional room for vehicles to be able to turn around. Various members of the commission continued to discuss various elements regarding topics related to paving and parking.

Mr. Marshall brought up concerns regarding snow removal during the winter time as well as additional obstructions created from snow piles from the snow plows.

Mr. Worley discussed various designs of possible turn arounds which could be created at the end of Meany Street. Mr. Marshall wanted to know if such improvements would be at the expense of Habitat. Mr. Worley stated that it would in fact be at the expense of Habitat because it is an off-site improvement.

Mr. Van Setten discussed school bus access at the intersection of Short Street and Meany Street.

Mr. Menser closed the public hearing and called for comments from each commissioner regarding density, traffic and street improvements.

Mr. Greseth discussed his concerns regarding street improvements and added that the six proposed homes would not impact the street and neighborhood nearly as much as it would without having any street improvements.

Mr. Gardner stated that he felt the proposal would have a negative impact on the neighborhood and therefore could not support the request.

Mr. Sheats stated that he didn't see any issues with traffic which could be created by only six houses. He added that he felt that the proposal was a good project.

Mr. Mabarak stated that he liked the work that Habitat does for the community by providing affordable housing but he continued by discussing the negative aspects of having such dense housing and the impacts it would have on the neighborhood.

Mr. Michelman passed on making any comments related to the request since he is on the Board of Directors for Habitat for Humanity.

Mr. Marshall noted that he felt it was a great project but he did have some concerns which had already been mentioned by the other commissioner's. One issue which was not already discussed was related to drainage and he was concerned about its possible impacts. Mr. Worley addressed the concerns regarding drainage. Mr. Marshall continued by discussing needed street improvements and issues related to traffic.

Mr. Marshall discussed potential costly problems during construction which could prevent Habitat from being able to complete the project. Mr. Worley stated that if utilities are extended to the property then the city would require bonding for the project.

Mr. Menser stated that he didn't have a problem with the density but he was extremely concerned about the street not meeting city standards and his main concern was that any other builder in the city attempting to build six units would be required to provide a

street which would meet city standards. He was concerned about setting precedence and by approving the proposal he felt that would happen.

Mr. Menser, MOTION to approve PP12-001, with the following conditions:

1. That all easements would be delineated and described on the plat.
2. That maintenance responsibility for all easements would be specifically assigned on the plat.
3. That the parking spaces for all parcels would be permitted within the front building setbacks.
4. That the LDC requirement for on-site parking spaces would be waived to allow the congregate parking for parcels 1, 2, 5 and 6, as proposed on parcels 1 and 2.
5. Meany Street would need to be improved substantially to meet city standards with the extent of the improvements to be determined by Public Works and other city staff.
6. A turnaround must be provided at the end of the street.
7. Each house on Meany Street must have two parking spaces assigned and one additional guest parking space either in bays or curbside.
8. If the conditions require extensive changes to the preliminary plat then it must come before the Planning and Zoning Commission.
9. The final plat must come for review before the Planning and Zoning Commission prior to going to council for action.

Mr. Gardner, 2nd. Mr. Menser called for comments. Mr. Michelman recused himself from voting on the proposal. VOTE 6-0-1; passed (Mr. Michelman abstained from voting).

IV. PUBLIC HEARING ITEMS

None

V. CITY UPDATES

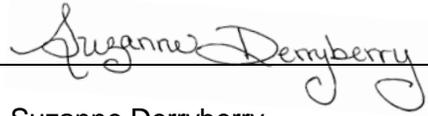
Mr. Worley discussed the boards and commissions training and invited the commission members to participate if they were interested.

VI. SUMMARY OF CURRENT OR RECENT EVENTS

None

VII. ADJOURNMENT

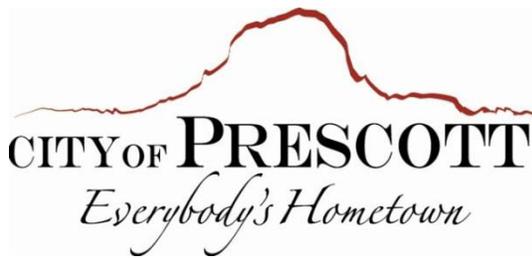
Chairman Menser adjourned the meeting at 10:15a.m.



Suzanne Derryberry,
Administrative Specialist

Tom Menser, Chairman

DRAFT



**PLANNING & ZONING COMMISSION
REGULAR MEETING / PUBLIC HEARING
December 13, 2012
PRESCOTT, ARIZONA**

MINUTES of the **PRESCOTT PLANNING & ZONING COMMISSION** held on **December 13, 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

BOARD MEMBERS	STAFF MEMBERS
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	COUNCIL PRESENT
Joe Gardner	Jim Lamerson
Terry Marshall	

III. REGULAR ACTION ITEMS

1. Defer approval of the minutes of the November 8, 2012 regular meeting.

IV. PUBLIC HEARING ITEMS

- V. CC12-003, 218 West Goodwin Street. APN 109-02-008. A Comprehensive Sign Plan for the Old Firehouse Plaza.

Ms. Hennings reviewed the staff report and discussed the specifics of the proposal. She noted that they currently have ten signs for a total of 250 sq ft. The proposed plan was to request a total of 25 signs for a total of 412 sq ft. She noted the proposed locations of the signs on the overhead projector. She continued by discussing the reasons for the request and stated that the proposed plan did meet the comprehensive sign plan criteria.

Ms. Hennings stated that staff suggested approval of the proposal. If the commission wished to place conditions of approval, then staff suggested limiting the square footage but not the number of signs. She discussed how the commission could accomplish limiting the square footage.

Various members of the commission discussed different aspects of the existing and proposed signage.

Linda Forbes, 218 and 220 W Goodwin St., requested that the comprehensive sign plan proposal be granted as submitted without any conditions of approval being placed on the request. She continued by providing some background information regarding her proposal and her request to not have any conditions on the approval.

Mr. Menser wanted to know if there was any signage proposed within the interior courtyard. Ms. Hennings stated that the signage in the interior portion of the courtyard was not included.

The applicant, along with various members of the commission, discussed the proposed placement of the new signs.

Mr. Menser discussed the largest sign, "Prescott's Hot Spot for Shopping and Dining". He noted the large square footage for that sign and stated that it was over and above what other businesses would be allowed and wanted to know if having such a large sign was necessary. Ms. Forbes stated that it was not necessary to have the larger sign but she felt it was a good way to tie it all together. The members of the commission continued discussing their opinions regarding the larger sign.

Mr. Mabarak discussed window signage. Ms. Hennings added that the Land Development Code does not prevent or permit window signage so staff did not have much control over that. Mr. Mabarak stated that he liked the window awnings but agreed with the other commission members that the larger signage didn't seem appropriate.

Ms. Hennings stated that the allowable amount of signage was 264 sq ft based on the number of tenants with actual street frontage. Signage is not typically permitted to tenants who do not have street frontage. Under the Land Development Code, 264 sq ft would be permitted and staff was suggesting a total of 314 sq ft which was 50 sq ft beyond the permitted amount under the code; the owners were proposing 412 sq ft.

Various discussions took place regarding the requested amount of signage and what alternative options would be available to the applicant.

Mr. Menser closed the public hearing and called for a motion.

Mr. Gardner, MOTION to approve CC12-003 with the conditions being that the free standing signage be limited to 64 sq ft and the wall signage limited to 250 sq ft. Mr. Michelman, 2nd. VOTE 7-0; passed.

VI. CITY UPDATES

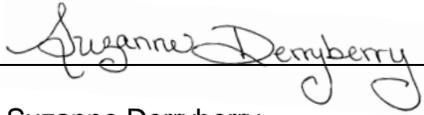
None

VII. SUMMARY OF CURRENT OR RECENT EVENTS

None

VIII. ADJOURNMENT

Chairman Menser adjourned the meeting at 9:41a.m.



Suzanne Derryberry,
Administrative Specialist

Tom Menser, Chairman

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