PLANNING & ZONING COMMISSION
AMENDED AGENDA
Amended language on April 9, 2018 at 9:12 a.m. in Agenda Item III.2.

PLANNING & ZONING COMMISSION
REGULAR MEETING
THURSDAY, APRIL 12, 2018
9:00 AM

COUNCIL CHAMBERS
CITY HALL
201 S. CORTEZ STREET
PRESCOTT, ARIZONA

The following agenda will be considered by the PLANNING & ZONING COMMISSION at its REGULAR MEETING to be held on THURSDAY, APRIL 12, 2018, 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

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<th>MEMBERS</th>
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<tr>
<td>George Sheats, Chairman</td>
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<td>Ken Mabarak, Vice-Chairman</td>
<td>Mel Roop</td>
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<td>Terry Marshall</td>
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III. REGULAR AGENDA ITEM

1. Approval of the January 11, February 22, and March 15, 2018 Meeting Minutes

2. PLN17-00001, South Cortez Street Apartments Site Plan, Site Plan for 28 additional apartment units in 6 new buildings: Multi-family High (MF-H); APN: 109-15-015B; Property Owner: Wendie Schoniger, Cortez Circle LLC; Applicant: Michael Taylor Architects; Property Location: 602 South Cortez Street.

3. PLN18-00003, Valley Street Apartments Site Plan, the proposed site plan includes two lots with a total of 14 two-bedroom apartment units. Zoning: Multi-family Medium (MF-M); Property Owner: 357 Pierson, LLC; Applicant: Site APNs are 111-11-133 and 111-11-133A; Architect: Stroh Architecture; and Property Location: 852 and 858 Valley Street.

IV. OTHER ITEMS OF INTEREST

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.

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 April 9, 2018 at 10:00 a.m. in accordance with the statement filed with the City Clerk's Office.

[Signature]

Mauro Scott
I. CALL TO ORDER

Vice Chairman Mabarak called the meeting to order at 9:00 a.m. Mr. Mabarak introduced Jared Nanke, the new Commissioner for the Planning and Zoning Commission. Mr. Nanke thanked the Commissioners for his welcome and said that he comes from a family of builders and architects, third generation of Nanke Signature Group, and studied Architecture at Columbia University. He said that he not married, but has a fiancé.

He thanked Councilman Lamerson for attending.

II. ATTENDANCE

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III. REGULAR ACTION ITEMS

2. SI17-005, Lincoln-Home Site Plan, Site Plan for 6 unit Multi-family housing project. Zoning: Multi-family Medium (MF-M); APN: 113-08-109 and 113-08-110; 578 Lincoln Avenue; Property Owner: Vibrant Building Solutions, LLC.

Katie Peterson, Planning Coordinator, gave a presentation of the site plan and said that it is essentially six detached houses on two Multi-family Medium zoned lots. She said that the project is located east of Miller Valley Road and south of West Hillside Avenue. The project consists of two lots, to be combined, creating one 24,829 square foot lot. She said that the site is zoned Multi-Family Medium Density, and allows Manufactured Homes, which permits a density of up to 10 multi-family residential units. The approval of an Administrative Land Split/Combination application will be required prior to issuance of building permits.

The proposed site plan includes a total of six detached 2-bedroom units: one (1) existing 1,041 square foot single-family house with a 143 square foot porch and five (5) additional built and relocated, detached single unit structures. Those buildings with 965 square feet with 77 square foot porches, and one 1,027 square foot building with a 60 square foot porch.
Ms. Peterson said that a Water Service Agreement was approved by the Water Issues Committee and is active, but has not been approved by Council. Per the Water Management and Calendar Year 2017 Alternative Water Allocation Policy, as amended, the applicant has submitted Site Plan and Water Service Agreement applications. The existing residential structure, which will not be demolished, will continue to be recognized for current and committed (grandfathered) groundwater supplies. The adjacent parcel is also recognized for committed groundwater supplies, leaving 0.30 acre fee per year of 2017 alternative water required for project completion. Ms. Peterson then went over the Site Plan Review Criteria per the Land Development Code section 9.8.5.

The Commission discussed the project in further detail and asked if the houses that are being moved onto the property are local houses and how far does the contractor move them.

Vince Fornara, Contractor, Vibrant Buidling Solutions, stated he felt that the idea of moving houses was an exiting and interesting one. Mr. Fornara answered the Commissioners questions that most of the houses he moves are local, such as Cottonwood, Arizona, and one house he said he moved as far as 6 miles.

VI. SUMMARY OF CURRENT AND RECENT EVENTS

Update of the City Council Approval for the Deep Well Ranch Master Plan

Mr. Worley gave an update of the Deep Well Ranch Master Plan.

The Commission requested that Mr. Worley provide a brief summary to the Commissioner who were absent today at the next Commission meeting.

George Sims, MOTION to approved SI17-005, Lincoln-Home Site Plan, 6 unit Multi-family housing project. 2nd, Mr. Sheats. Motion passed 5-0.

V. ADJOURNMENT

Vice-Chairman adjourned the meeting at 9:30 a.m.

[Signature]
Darla Eastman, Administrative Specialist

[Signature]
Vice-Chairman
MINUTES of the PRESCOTT PLANNING & ZONING COMMISSION PUBLIC HEARING MEETING held on FEBRUARY 22, 2018 at 9:00 AM in COUNCIL CHAMBERS, CITY HALL, 201 S. CORTEZ STREET, PRESCOTT, ARIZONA.

I. CALL TO ORDER

Vice Chairman Mabarak called the meeting to order at 9:00 a.m. He thanked Councilman Lamerson and formal Commissioner and Councilman Goode, and former Mayor Harry Oberg.

II. ATTENDANCE

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III. REGULAR ACTION ITEMS


George Worley, Planning Manager, gave a presentation on the Preliminary Plat for 130 north Condominium at 130 North Cortez Street. He said that this is an effort to create eight condominium units within an existing 3-story building located with the Downtown Business zoning district. The building at 130 North Cortez Street dates to approximately 1894 and has housed a variety of commercial uses over the intervening years, including a hotel, apartments and then general commercial uses. To create condominiums, a subdivision plat must be created to delineate both the horizontal and vertical ownership spaces as well as the common areas. The proposed plat clearly sets out the various ownership spaces, which include both residential and commercial spaces.

Mr. Worley went on to say that the proposed condominium will create six residential dwelling units and two commercial units, plus common areas for structural and utility purposes. Access throughout the building will be via elevator and stairs in compliance with International Building Code requirements. The renovation work following the plat process will meet all Building and Fire code requirements for buildings containing a mix of residential and commercial uses. He said the next steps are to get a recommendation from the Planning and Zoning Commission to the City Council for their approval and finally it gets recorded with the County. Mr. Worley said that, unfortunately, the property owner could not be here today, but he would answer any questions from the Commissioners.
The Commissioners discussed the project in more detail. Basically the Commission is approving that the legal descriptions are accurate and staff has done that in the review process. This is mainly for technical purposes. Anything built prior to 1968, in the Downtown Business District, would not require non-site parking; however, there is a lot of parking near the site. The site does qualify for “in lieu of” parking, but doesn’t require parking and it will be up to the property owner to find parking for tenants, if it becomes an apartment complex or condominium residence. The Commissioners all felt it is a good project. George Worley stated that the General Plan does encourage commercial and mixed-uses types of uses in the Downtown Business District.

George Sheats, MOTION to approved PP17-002, 130 north Condominium Preliminary Plat for 8-unit Complex. 2nd, Mr. Sim. Motion passed 6-0.

VI. SUMMARY OF CURRENT AND RECENT EVENTS

Update of the City Council Approval for the Deep Well Ranch Master Plan

Mr. Worley gave an update of the Deep Well Ranch Master Plan. Mr. Worley said that we anticipate small buildings and a grocery store for the commercial property. Mr. Worley said that all one of 21 changes recommended by the Commission were addressed in the Master Plan by the Deep Well Ranch planning staff. He discussed the Site Plan process and said that site plans would come back to the Commission for re-review and then to the Council.

Vice-Chairman Mabarak said that he noticed the staff had fatigue from reviewing such a large document, engineering mostly. He said he would like staff to be careful and not let the ball drop on the small projects and create a backlog and it’s something we may want to look at in the future.

V. ADJOURNMENT

Vice-Chairman adjourned the meeting at 9:45 a.m.

Darla Eastman, Administrative Specialist

Vice-Chairman
I. CALL TO ORDER

Vice-Chairman Mabarak called the meeting to order at 9:00 a.m. He thanked Councilman Lamerson and Goode for attending. Mr. Mabarak acknowledged the passing of the Planning and Zoning Commission Chairman Tom Menser who passed away on March 8, 2018. Mr. Mabarak gave a brief summary of the services he provided to the City of Prescott Boards and Commissions and said that he will be truly missed.

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III. REGULAR ACTION ITEMS

1. Approval of the Meeting Minutes Approval of the January 11 and February 22, 2018

The Commission postponed the meeting minutes until the next meeting.

IV. PUBLIC HEARING ACTION ITEMS

1. PLN18-00001, A Rezone is proposed for two of three parcels at 434 W. Gurley Street amending the zoning from Business General (BG) to Downtown Business (DTB).
   [Property owner: Catholic Charities Community Services, Inc. Applicant/Agent: Douglas McCord, Architect. APNs: 113-12-049A, 0.17 acre and 113-12-049C, 0.17 acre.]

Katie Peterson, Community Planner, presented the project to the Commission with a site map on the overhead projector. Ms. Peterson stated that this is a request to rezone two contiguous 0.17 acre parcels that is currently used as a parking lot for a non-profit office, from Business General to Downtown Business. She said that the properties adjacent to the subject parcels, across the street to the west, on North Summit Avenue, are zoned Business General; the property to the north is zoned Multi-family Medium Density; immediately to the east, the adjacent lot is zoned Downtown Business; and across the street on West Gurley Street, the southwest corner is zoned Business General and the southeast corner is zoned Downtown Business.
Ms. Peterson said that the permit for the construction of the building is to be used as affordable veterans’ housing with services, offices, and multi-use space on three lots that will be combined into one. She also stated that the rezoning would allow other residential and non-residential uses permitted in the DTB district to occupy the site in the future.

The Commissioners discussed the project in more detail. Most of them were concerned that the site plan wasn’t large enough to read and therefore, didn’t feel comfortable making an informed decision. They asked that it be tabled to the next meeting. The Commissioners questioned why is it needed to be rezoned. Ms. Peterson said that simply to have combined parcels be the same zoning and so that the building that is on the two parcels will have the same zoning. She said that the applicants do have a parking plan for the site. If the parcel is zoned residential then there would be a parking requirement, if commercially zoned there would not be a requirement in the future. The Commissioners also discussed the possibility of reviewing the Downtown Business District as a whole.

Mr. Sim, MOTION to approve PLN18-00001, Rezone the two of three parcels at 434 W. Gurley Street. 2nd, Mr. Sheats. Motion passes 6-0.

2. PLN18-00002, Site Plan Review in association with Water Service Agreement (WSA17-028). Zoning: Downtown Business (DTB), with concurrent rezone of two of the lots from Business General (BG) to DTB; Property Owner: Catholic Charities Community Services, Inc. Applicant/Agent: Douglas McCord, Architect. Site APNs: 113-12-049A, 113-12-049B, and 113-12-049C, to be combined into one lot. Location: 434 W. Gurley Street

Mr. Sheats, MOTION to table the following project for lack of information until the next Commission meeting: PLN18-00002, Site Plan proposed for two of three parcels at 434 W. Gurley Street. 2nd, Mr. Marshall. Motion passes 6-0.

IV. ADJOURNMENT

Vice-Chairman adjourned the meeting at 9:40 a.m.

Darla Eastman, Administrative Specialist

Vice-Chairman
PLANNING & ZONING COMMISSION MEMO

MEETING DATE: April 12, 2018

DEPARTMENT: Community Development


Approved By:  

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<th>Role</th>
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<tr>
<td>Director</td>
<td>Guice, Tom</td>
<td>4/18</td>
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<tr>
<td>Planning Manager</td>
<td>George Worley</td>
<td>4/16/18</td>
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<tr>
<td>Community Planner</td>
<td>Katie Peterson</td>
<td>4/16/18</td>
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Item Summary

The site is located at 602 South Cortez Street, a 2.96 acre site (128,937 combined square feet). The site is zoned Multi-family High (MF-H) and Business General (BG) and allows multi-family apartment buildings, with a density of up to seventy-seven (77) dwelling units.

The proposed site plan includes a total of sixty-six (66) apartment units in fifteen (15) buildings, with 133 parking spaces. The proposed site plan includes existing and new buildings and parking, as follows:

1) A BG-zoned parcel with nine (9) existing apartment buildings containing thirty-eight (38) units with fifty-seven (57) existing parking spaces; and

2) A MF-H-zoned parcel with 6 proposed new apartment buildings containing twenty-eight (28) units (including twenty-two (22) 2-bedroom units and six (6) 3-bedroom units) with 76 new parking spaces. The proposed site plan includes seventy-six (76) new single car garage spaces in addition to seventy-seven (77) new and existing parking spaces, for a total of 145 parking spaces, eight (8) of which are accessible.

Background

A total of 3.36 acre-feet of water supply is required for the thirty (30) unit multi-family project at 0.12 acre-foot per dwelling unit. The project will individually meter each unit,

and as such qualifies for the water-efficient allocation. The City Council Subcommittee for Water Issues recommended the allocation of water for the project at their meeting on February 6, 2018.

Site Plan Review Criteria
Per Land Development Code (LDC) section 9.8.5/Site Plan Review Criteria, the following criteria are applicable to the proposed project.

9.8.5.B. Building, lot and setback requirements
The proposed new structures, on the western parcel #109-15-015B, meet the minimum building setbacks of at least twenty (20) feet in the front and rear, and seven (7) feet on the sides. The proposed lot coverage complies with the 50% maximum lot coverage allowed by the zoning. The MF-H zone allows up to seventy-seven (77) dwelling units on this 2.96 acre site: three (3) units for the first 7,500 square feet and 1,400 square feet for each additional unit. The proposed twenty-eight (28) new units, therefore, comply with the density regulations of the zoning. The proposed thirty (34) new parking spaces, with eight (8) accessible spaces, meet the General Development Standards requirement for off-street parking: twenty-two (22) 2-bedroom units and six (6) 3-bedroom units require one space per bedroom, plus half a space per unit. The proposed eight (8) accessible parking spaces exceed the required three (3) accessible spaces.

The maximum building height allowed is 35 feet, which will be verified at the time of building permit application submittal.

There are no proposed changes to the existing structures and site layout on the eastern parcel of the site, APN #109-15-015C.

9.8.5.C. Grading and bank stabilization/erosion controls, drainage, runoff and flood control
Grading, bank stabilization and erosion controls, drainage and flood control details will be required and reviewed by staff at the time of building permit application submittal.

9.8.5.D. Efficient and economic public utility and sanitation access
Public utility and sanitation access details will be required and reviewed by staff at the time of building permit application submittal.

9.8.5.F. Internal Circulation, public, private or emergency
A circle driveway around the inner periphery of the site provides access throughout the site. Circulation and emergency access details will be required at the time of building permit application submittal.

9.8.5.G. Landscaping, screening and buffering
A Landscape Plan will be required at the time of building permit application submittal.

9.8.5.J. Outdoor lighting standards of Sec. 6.11
The Site Plan proposed shows existing lamp posts. All outdoor lighting details will be required at

the time of building permit application submittal.

9.8.5.K. Parking and maneuvering areas
The proposed project includes 133 new and existing parking spaces, including seventy-six (76) new parking spaces, eight (8) of which are accessible (Attachment 3). A circle drive through the interior of the site provides access to parking.

9.8.5.L. Parking lot screening
Proposed parking is within garages and carports on the interior of the lot.

9.8.5.M. Public road or street access with proposed street grades
Site access is proposed on the north side of the lot, from S. Cortez Street, with a driveway loop through the site.

All other site design criteria meet the Land Development Code requirements for Site Plan Review. A Maintenance Agreement for Stormwater Quality Facilities will be required as part of permitting and the Site Plan will be reviewed for any grading, drainage and utilities in greater detail at the time of construction permit submittal.

Attachments
1. Aerial Location Map
2. Zoning Map
3. Site Plan

Recommended Action: MOVE to recommend approval of Site Plan Review PLN17-00001, for Cortez St. Site Plan, 602 South Cortez Street.
MEETING DATE: April 12, 2018

DEPARTMENT: Community Development

AGENDA ITEM: PLN18-00003, Site Plan Review in association with Water Service Agreement (WSA17-027) for the Valley Street project, a proposed 14-unit apartment building. Zoning: Multi-family Medium (MF-M); Property owner: 357 Pierson, LLC. Site APN: 111-11-133B. Location: 852/858 Valley Street (new address to be assigned).

Approved By:                             Date:
Director: Guice, Tom                      4/6/18
Planning Manager: George Worley           4/6/18
Community Planner: Katie Peterson         4/6/18

Item Summary

The site is located on a newly combined lot: 852/858 Valley Street, with a total of 30,334 square feet. The site is zoned Multi-family Medium (MF-M), and allows multi-family apartment buildings, with density of up to 13.38 units.

The proposed site plan includes a total of fourteen (14) two-bedroom residential apartment units in one building, with thirty-six (36) parking spaces, including one (1) accessible parking space.

Background

A total of 2.10 acre-feet of water supply is required for the 14-unit multi-family project at 0.15 acre-foot per dwelling unit. The supply is a combination of 0.70 acre-feet of current and committed groundwater associated with the existing use on the property, and 1.40 acre-feet of alternative water supplies. The City Council Subcommittee for Water Issues recommended the allocation of water for the project at their meeting on December 5, 2017.

Site Plan Review Criteria
Per Land Development Code (LDC) section 9.8.5/Site Plan Review Criteria, the following criteria are applicable to the proposed project.

9.8.5.B. Building lot and setback requirements
The proposed new apartment building meets the minimum building setbacks of at least twenty (20) feet in the front and rear, and seven (7) feet on the sides. The proposed lot coverage on the site complies with the 50% maximum lot coverage allowed by the
AGENDA ITEM: PLN18-00003, Site Plan Review in association with Water Service Agreement (WSA17-027) for the Valley Street project, a proposed 14-unit apartment building. Zoning: Multi-family Medium (MF-M); Property owner: 357 Pierson, LLC. Site APN: 111-11-133B. Location: 852/858 Valley Street (new address to be assigned).

The MF-M zone allows up to 13.37 dwelling units on this 0.69 acre (30,334 square feet) site: three (3) units for the first 7,500 square feet and 2,200 square feet for each additional unit. The proposed number of dwelling units is 14. The proposed thirty-six (36) parking spaces, including one accessible space, exceed the General Development Standards requirement for off-street parking: fourteen (14) 2-bedroom units require one space per bedroom, plus half a space per unit.

The maximum building height allowed in the MF-M zone is 35 feet. Building height details for the proposed 3-story building will be required at the time of building permit application submittal.

9.8.5.C. Grading and bank stabilization/erosion controls, drainage, runoff and flood control
Grading, bank stabilization and erosion controls, drainage and flood control details will be required and reviewed by staff at the time of building permit application submittal.

9.8.5.D. Efficient and economic public utility and sanitation access
Public utility and sanitation access details will be required and reviewed by staff at the time of building permit application submittal.

9.8.5.F. Internal Circulation, public, private or emergency
The proposed driveway is 25 feet in width, and provides access through the site for all proposed dwelling units.

9.8.5.G. Landscaping, screening and buffering
The proposed project has designed the lot layout to incorporate landscaping. Landscape Plan will be required at time of building permit application submittal.

9.8.5.J. Outdoor lighting standards of Sec. 6.11
Will require details at time of building permit application submittal.

9.8.5.K. Parking and maneuvering areas
The proposed project includes a total of 36 parking spaces, including one accessible parking space. Staff deems the proposed parking as adequate. (Attachment 3).

9.8.5.L. Parking lot screening from public rights-of-way
The proposed project indicates landscape areas between the parking structures and lot and public rights-of-way. A landscape plan will be required at the time of permit application showing landscaping requirements that comply with LDC landscaping regulations.

9.8.5.M. Public road or street access with proposed street grades
Site access is proposed on Valley Street.

All other site design criteria meet the Land Development Code requirements for Site Plan Review. A Maintenance Agreement for Stormwater Quality Facilities will be required as part of permitting and the Site Plan will be reviewed for any grading, drainage and utilities in greater detail at the time of construction permit submittal.
AGENDA ITEM: PLN18-00003, Site Plan Review in association with Water Service Agreement (WSA17-027) for the Valley Street project, a proposed 14-unit apartment building. Zoning: Multi-family Medium (MF-M); Property owner: 357 Pierson, LLC. Site APN: 111-11-133B. Location: 852/858 Valley Street (new address to be assigned).

Attachments

1. Aerial Location Map
2. Zoning Map
3. Site Plan

Recommended Action: MOVE to recommend approval of Site Plan Review, PLN18-00003, for the Valley Street Site Plan.