



**PLANNING & ZONING
COMMISSION MINUTES**

**PLANNING & ZONING COMMISSION
REGULAR MEETING
THURSDAY, JULY 14, 2022
9:00 AM**

**Virtual Zoom Meeting + Council Chambers
201 S. CORTEZ ST.
PRESCOTT, AZ 86303
928-777-1207**

Minutes of the Planning & Zoning Commission on July 14, 2022, on a Virtual Zoom Meeting and in Council Chambers at 201 S. Cortez St. Prescott, Arizona.

1. CALL TO ORDER

Chairman Michelman called the meeting to order at 9:00 A.M.

2. ROLL CALL

Members:

Don Michelman, Chairman
Ted Gambogi, Vice-Chairman
Stan Goligoski, Absent
Susan Graham
Thomas Hutchison, Absent
Thomas Reilly
Butch Tracey

Staff:

George Worley, Planning Manager
Tammy Dewitt, Community Planner
Michelle Chavez, Recording Secretary
Assistant City Attorney, Chris Resare

City Leadership:

Councilman Brandon Montoya, Liaison
Mayor Phil Goode

3. REGULAR AGENDA

A. Approval of the minutes from the June 9, 2022 and June 30, 2022 meetings.

Commissioner Reilly moved to approve the June 9, 2022 meeting minutes, seconded by Commissioner Graham: Passed (4-0 with Commissioner Tracey abstaining as he was not present).

Commissioner Reilly moved to approve the June 30, 2022 meeting minutes, seconded by Commissioner Graham: Passed (5-0).

- B. CSP22-001: Proposed Comprehensive Sign Plan for Prescott Center of Fine Arts; 222 N Marina Street; Property Owner: Prescott Fine Arts Association; Applicant: Morgan Sign/ Sigtific LLC. APN 113-16-014.

Community Planner Tammy Dewitt presented an aerial photo of the subject property, which detailed where the new, digital reader sign would be put on the eastern side (off Marina Street). Ms. Dewitt explained that the remainder of the signage would be replacing existing [signage]. A comprehensive list of all the proposed signage, as well as existing signage to be removed was presented. The digital sign will be 40 square feet (sq ft) total. Ms. Dewitt explained that, per the Land Development Code (LDC), the digital monument sign would be allowed to be 24 sq ft maximum; 50% of which can be a 'digital copy'. The subject design requests 24 sq ft for the digital copy.

Ms. Dewitt explained that the subject zoning district, Downtown Business District (DTB), does allow for marquee signs to be digital copies. Ms. Dewitt also provided photos of the subject site, which show the new building on the site under construction.

Commissioner Reilly commented that he asked whether the digital portion of the monument sign would be 'masked' with either brick or paint. Ms. Dewitt answered that the sign designer is looking into it, the reason it isn't designed with masking is because it needs to be open at certain points to ventilate property.

Chairman Michelman asked whether the digital sign would be on 24/7. Ms. Dewitt answered that it would have to be turned off whenever events are finished or 10 pm at the latest. Mr. Michelman asked whether the digital copy on the monument sign would be rotating, or will it be static whether a certain event is changing. Ms. Dewitt answered that it would be rotating. He asked for clarification on how often it could rotate, Ms. Dewitt answered that there are criteria in the LDC for such and that it would be followed.

Commissioner Gambogi asked how much square footage of signage would be removed, Ms. Dewitt did not have the figure readily available but referred to the list of all proposed signage to be installed and removed.

Commissioner Gambogi moved to approve CSP22-001, seconded by Commissioner Reilly: Passed (5-0),

- C. SITE22-008: Site Plan Review for an Exceptional Healthcare specialty hospital on approximately 8.65 acres. Zoning: BR (Business Regional); Property Owner: Exceptional Healthcare; Applicant: BMH As-built USA of Texas Inc.; Site APN: 103-15-160A; Location: 4822 E State Route 69.

Community Planner Tammy Dewitt began her presentation by explaining to the Commission that this Site Plan review and the following on the Agenda are being brought forth due to recent changes in the City's Water Policy. More specifically, any application that requires a Water Service Agreement (WSA) is required to submit a Site Plan application to be reviewed by the Planning and Zoning Commission. The intent of Site Plan review is to ensure that all developments have functional, well- designed and user oriented spatial requirements.

Ms. Dewitt then presented a zoning map and aerial map of the subject property, which is zoned Business Regional (BR) and is currently vacant. She presented photos of the site which show some construction equipment currently staged on it and also explained that it is adjacent to residential properties and will require screening and buffering against such as a result. Ms. Dewitt also presented a site plan which depicts two ingress/egress points, one of which currently has a traffic signal.

Ms. Dewitt presented a list of Site Plan criteria as outlined in the City's Land Development Code, being:

- Building lot and setback requirements
- Internal circulation, public, private or emergency
- Landscaping, screening, and buffering
- Outdoor lighting standards
- Parking and maneuvering areas
- Public road or street access with proposed street grades

Ms. Dewitt also presented two other development criteria specific to this property, being the Commercial Corridor Overlay and Residential Protection Standards, which are intended to help mitigate the visual impacts of Commercial development along the select, high traffic corridors, particularly in relation to adjacent or nearby residential neighborhoods.

Commissioner Reilly expressed concern that they had not received landscaping plans for the proposed development. Ms. Dewitt explained that the applicant has not provided the [Landscaping] plans yet, but that the Commission can ask to see the plans at a future meeting. Ms. Dewitt also explained that the landscaping plans are not necessarily required for a Site Plan review but would be required for Building and Engineering permits so they will be reviewed by staff.

Chairman Michelman asked whether the City [staff] goes out to project sites to ensure that sites are developed as presented. Ms. Dewitt explained that they do, it is part of the inspection process prior to the Certificate of Occupancy of being issued.

Chairman Michelman asked the applicant, Don Nicolini, what the term 'specialty hospital' means. Mr. Nicolini explained that it is categorized as a specialty hospital by health code as it combines emergency treatment with inpatient treatment.

Commissioner Gambogi asked whether the applicant has any landscaping plans that address screening. Mr. Nicolini answered that they do and that the plans are back in review after receiving revisions.

Commissioner Reilly moved to approve SITE22-008 per the site plan submitted, seconded by Commissioner Graham: Passed (5-0).

D. SITE22-009: Site Plan Review to establish a new 3,842 square foot medical building on approximately 2.01 acres. Zoning: IL (Industrial Light); Property Owner: Healing Holdings LLC; Applicant: Michael Taylor Architects Inc; Site APN: 102-06-207U Location: 2121 Assurance Way.

Community Planner Tammy Dewitt presented a zoning map and aerial map of the subject property, which is zoned Industrial Light (IL) and is currently vacant. There are medical offices nearby, including Tri City Surgery Center across Distinction Way. Ms. Dewitt also presented photos of the site as well as a site and landscaping plan, detailing access off Distinction Way and plenty of vegetation. She also presented an elevation of the proposed building on site, which was found with the building permit currently under review and explained that the proposal meets all criteria previously outlined for Site Plans.

Chairman Michelman asked whether staff review of landscaping plans takes low water use plants into account. Ms. Dewitt answered that they are required to choose low water use plants from a specific list.

Owner and Chief Medical Officer of the proposed clinic, Dr. Fuhrman, noted that he was present via Zoom to answer any questions the Commission may have. There were none asked.

Commissioner Graham moved to approve SITE22-009 per the site plan submitted, seconded by Commissioner Reilly: Passed (5-0).

E. SITE22-010: Site Plan Review to establish a new 10-unit village using Airstream trailers for short term rentals on approximately 0.97 acres. Zoning: BR (Business Regional); Property Owner: Loma Buena LLC; Applicant: Kimley Horn and Associates Inc.; Site APN: 109-03-100 Location: 310 S Montezuma Street.

Community Planner Tammy Dewitt presented a synopsis of the project proposal, which seeks to create a short-term rental village in a park-like setting with ten Airstream trailers, two fire pits, an event lawn and landscaping. Ms. Dewitt also presented a zoning map and aerial map of the subject property, which is zoned Business Regional (BR) and is currently vacant. The property previously housed a hotel and an auto shop. Ms. Dewitt also presented a proposed site plan provided by the applicant, clarifying that the Airstream trailers will be required to remain mobile as they will be in the floodway.

Ms. Dewitt then presented a landscaping plan depicting extensive vegetation, which will serve to screen the trailers from one another as well as create a park-like setting. The development has all required parking proposed on site with the remaining, extra parking being proposed off Carleton and Montezuma Streets. Ms. Dewitt presented a fencing plan, which depicts Carleton as the front of the property. As such, any fencing within the front setback of the property (25') will be required to be 4' or under in height.

Photos depicting similar projects and aesthetics were presented, which portray 'glamping' or glamour camping sites, which the applicant is aiming for. Ms. Dewitt also presented the Site Plan review criteria, which is the same criteria used for the two previous Site Plan applications presented at this meeting.

Commissioner Gambogi asked about buffering against the Mile High Middle School (to the west). Ms. Dewitt explained that Greenways Trail currently separates the two properties.

Commissioner Reilly asked for more clarification on the floodway, specifically, whether the Airstream trailers would be easily moved in an emergency event. Ms. Dewitt answered that the applicant would have to show that they could be moved off site quickly, including keeping the tires on the Airstream units. She also clarified that a portion of the property is within the 100-year floodway. Mr. Reilly expressed concern that, even if the units are moved during a flooding event, that they will cause blockage elsewhere. Ms. Dewitt shared that reviews would be completed with their permits that take all FEMA and other floodplain criteria into consideration.

Chairman Michelman expressed a few concerns with the proposed Site Plan. He commented that the two handicap parking spots off Montezuma Street are very close to the busy intersection. Ms. Dewitt explained that the offsite parking spaces are in addition to all the required parking which is contained on site. Public Works will be reviewing all the spaces for compliance with City code. Mr. Michelman asked about the entrance being located so close to the intersection, whether there was any consideration given to it being located on Carleton, where there is not as much traffic except during pick up times for the Middle School. Ms. Dewitt explained that the Site Plan was

reviewed by the City Traffic Engineer and that he did not have any concerns about the access point as proposed.

Chairman Michelman asked whether there would be a manager on site, Ms. Dewitt answered that she does not know as that type of information wasn't included in their proposal. Mr. Michelman commented that this type of development with an event space and being so close to the Downtown Whiskey Row may invite partying.

Commissioner Reilly commented that the abandoned hotel previously on site was laden with asbestos and asked whether the site has been properly cleared with a NESHAP through ADEQ. Ms. Dewitt explained that the NESHAP reports are required for demo permits.

Commissioner Gambogi commented that the photos of the Airstream trailers for short term rentals look like a viable concept for parties outside the city, but it does not comport with the theme of our city. He also expressed concerned that a party location like this is adjacent to the school.

Commissioner Gambogi moved to reject SITE22-010, motion was not seconded and failed.

Commissioner Gambogi commented that his reason for rejecting the project is that it looks like a good concept for outside of the city, but not within it, particularly this close to the middle school.

Commissioner Reilly motioned to approve SITE22-010 per the Site Plan provided with the proviso that when it is presented to Council that floodway issues are addressed, seconded by Commissioner Tracey: Passed (3-2). Commissioners Reilly, Tracey, Graham voted yes. Commissioners Gambogi and Michelman dissented.

4. UPDATE OF CURRENT EVENTS OR OTHER ITEMS OF NOTE

a. Staff Announcements

None.

b. Staff General Plan Update

Community Planner Tammy Dewitt explained that the General Plan Committee will be appointed at the Council meeting at the end of this month. After appointments are made staff will put together a schedule for meetings.

c. City Council action on projects reviewed by the Planning and Zoning Commission.

Chairman Michelman explained that the Chair and/or Vice Chair of the Planning & Zoning Commission be present at any Council meeting that contains items that they have addressed in case they have any questions of them. Mr. Michelman expressed that all Commissioners are welcome to attend, however.

5. ADJOURNMENT

There being no further business to discuss, Chairman Michelman adjourned the meeting at 9:45 AM.



Kaylee Nunez, Recording Secretary

ATTEST:



Don Michelman, Chairman