

City of Prescott

Planning & Zoning Commission



December 12, 2024 | 9:00 AM
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **Planning & Zoning Commission** at their meeting to be held **December 12, 2024**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION & ACTION ITEMS**
 - A. Approval of the November 14, 2024 Planning & Zoning Commission Meeting Minutes.
Recommended Action: MOVE to approve the minutes as presented
 - B. **CSP24-001:** Proposed Comprehensive Sign Plan for the New Findlay Hyundai Dealership for Two (2) Monument Signs. Location: 1315 Auto Park Drive, APN 102-05-032T. Property Owner: Cedarwood Ranch LLC. Applicant: Grace Signs Arizona LLC.
Recommended Action: MOVE to recommend approval of CSP24-001 with the following stipulation: sign to be turned off one-hour after closing of business or by 10 pm, whichever is later
4. **UPDATES**
5. **ADJOURNMENT**

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));
- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations

(A.R.S. §38-431.03(A)(5));

(6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));

(7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 12/5/24 at 12:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Siep

Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: December 12 Planning and Zoning Commission Meeting
DATE: December 12, 2024
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of the November 14, 2024 Planning & Zoning Commission Meeting Minutes.

ITEM SUMMARY

This item is for approval of the November 14, 2024 Planning & Zoning Commission meeting minutes. Staff recommends approval of the minutes as presented.

BACKGROUND

None

FINANCIAL IMPACT

There is no fiscal impact at this time.

RECOMMENDED ACTION

MOVE to approve the minutes as presented

ATTACHMENTS

1. November 14, 2024 Planning & Zoning Minutes

201 N Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

Don Michelman, Chair
Thomas Reilly, Vice Chair
Thomas Davis, Member
Susan Graham, Member
Thomas Hutchison, Member
James Kleczewski, Member
James Whiting, Member

3. DISCUSSION & ACTION ITEMS

A. Approval of the October 10, 2024 Planning and Zoning Commission Meeting Minutes.

MOTION BY COMMISSIONER REILLY TO APPROVE THE OCTOBER 10, 2024 MEETING MINUTES; SECONDED BY COMMISSIONER GRAHAM; COMMISSIONERS DAVIS, WHITING, & KLECZEWSKI ABSTAINED: PASSED (4-0)

B. **SUP24-001:** A Request for a Special Use Permit to Allow for Construction of a Building Exceeding 10,000 Square Feet in the Downtown Business District at 201 S Cortez Street as a Replacement of the Old City Hall Building.

Community Development Director Chelsea Walton gave a presentation explaining the proposal. She stated that the Special Use Permit is a requirement and provided information related to the Downtown Business District (DTB). Additionally, she explained that this was approved by The Prescott Preservation Commission in September 2024 and provided an overview of The Prescott Preservation Commission's review guidelines. Staff recommended approval of SUP24-001.

Commissioner Hutchison asked if the Commission is limited to reviewing SUP24-001 based on The Prescott Preservation Committees recommendations.

Deputy City Attorney Matt Podracky stated that the Commission is limited to reviewing per code requirements per section 4.9.4B of the Land Development Code (LDC).

Ms. Walton added that Commissioners will be making recommendations based on The Prescott Preservation Committee's approval.

Commissioner Hutchison stated that it sounds like the Commission is checking the Prescott Preservation Committee's work.

Mr. Podracky said that is a good understanding and the Commission will ensure the Prescott Preservation Committee review was correct.

Applicant/President of Whiting Brothers Investment Company Shane Shumway gave an overview of the project and said that they have done multiple redesigns of this concept. He stated that the building is approximately 75,000 square feet and provided historical background of the site. He expressed that the main concerns from The Historic Preservation Committee were height, massing, and materials. The building was initially designed to be 58 feet in height and was changed to 48 feet per Historic Preservation guidelines. The massing was broken up to provide three separate building styles. The materials being used are all brick and stone which meets The Historic Preservation guidelines. Lastly, he stated that they received unanimous approval from The Prescott Preservation Committee.

Vice Chair Reilly asked if any of the provided parking will be public parking.

Mr. Shumway stated that the parking garage would accommodate public parking concerns and asked the commissioner for more feedback.

Vice Chair Reilly replied that the current parking lot is used for public parking during events, however that parking lot will be removed with this project.

Mr. Shumway stated the parking design exceeds code requirements and will not be public parking.

Vice Chair Reilly stated that the city will be losing approximately 60 public parking spaces.

Mr. Shumway referenced a previous project at The Hilton Garden Inn and parking accommodations. He stated that the LDC does not require any parking for this project, and they will be providing 114 parking spaces not required by code.

Commissioner Hutchison asked what the square footage of the building is.

Mr. Shumway stated the building is 75,000 square feet.

Commissioner Hutchison asked if the building is over the 10,000 square feet limit, it would need a special use permit.

Ms. Walton clarified that the square footage is not a limit, but buildings over 10,000 square feet or larger require a special use permit.

Commissioner Kleczewski asked if the original concept planned for underground parking and if that was still in the plans.

Mr. Shumway stated there will be a parking deck that will be driven under.

Commissioner Davis asked if the applicant could show where the parking starts and ends.

Mr. Shumway stated that the parking will be on the east side of the building on North Cortez Street.

Commissioner Davis asked what the use is for the portion of the Cortez façade on the rendering provided.

Mr. Shumway responded there will be meeting space, a hotel lobby, restaurant, and retail space.

Chair Michelman asked if the entrance to the parking lot will be to the far right of the rendering.

Mr. Shumway confirmed.

Commissioner Hutchison asked if there will be electrical vehicle charging and handicap parking.

Mr. Shumway responded there will be electrical vehicle charging and handicap parking.

Commissioner Hutchison asked the applicant if he could show him the front of the building for setback purposes.

Ms. Walton stated that there are zero setback requirements in the DTB.

Chair Michelman asked what the average occupancy of the hotel will be.

Mr. Shumway stated the average will be between 70-75.

Chair Michelman asked if guests not staying at the hotel will be encouraged to park on the street or in the parking area.

Mr. Shumway responded that there will be sufficient parking on site.

Commissioner Whiting asked if parking spaces accessed through the alley will be separate and if these could be public parking.

Mr. Shumway stated that the code requires zero parking and is not part of this review process. He would be happy to discuss that item with City Council.

Mr. Podracky added that parking is not a part of the review criteria.

Commissioner Hutchison asked if the special use permit is considered a land development variance.

Ms. Walton stated no, the code requires a special use permit under certain conditions.

Mr. Podracky read the definition of a special use permit and referenced the LDC section 9.9.2. He stated that this is used as a checks and balance review due to being in a historic district and downtown business district.

Members of the public Mindy & Bill Sheble have concern with traffic and parking. They would like to recommend that there is a four-way stop installed at Alarcon St. and Goodwin St.

Member of the public Steven Bagnall has concerns about parking being taken away from the public due to this proposal. Additionally, he has concerns with traffic in the Downtown area and does not think this project is compatible with the site. He believes this project will impact the area in a negative way due to higher traffic.

Commissioner Kleczewski requested a member of The Prescott Preservation Committee to provide information of their approval.

Prescott Preservation Commission Vice Chair Mike King stated that the Preservation Committee voted to approve unanimously (6-0). He stated that the Prescott Preservation Commission's purview is not related to traffic and parking. He said that the commission members did have concerns about parking and traffic but per code requirements, parking is not a requirement. Additionally, he added that traffic is increasing due to Prescott getting larger and not about the size of Downtown.

Commissioner Hutchison asked for clarification about the Historical Preservation Committee's role.

Mr. King stated that the Preservation Commission reviewed this project based on design, height, scale, texture, and color and how the building fits into the rest of the community.

Commissioner Hutchison stated that he is struggling with disregarding safety aspects of this proposal.

Mr. King stated that these safety aspects are not in the Commissions purview.

Ms. Walton clarified that the safety concerns are not in the purview of the Commission but is in the purview of City Council.

Commissioner Hutchison stated that they are being asked to rubber stamp and approve this proposal.

Ms. Walton stated that she was not asking them to rubber stamp anything, simply to follow the LDC. Additionally, she clarified that she is not asking for approval, but a recommendation of approval to present to City Council.

Chair Michelman asked if the applicant is required to have parking on site.

Ms. Walton clarified that parking is not required.

Chair Michelman asked if the applicant is taking care of parking needs of the business on site and not taking away from street parking.

Ms. Walton stated that the applicant is providing on-site parking and there will be slight modifications to street parking.

Mr. Shumway stated that the issues related to public safety are important to him. Additionally, he stated that they wanted to ensure that a parking burden would not be imposed. He is open to providing a parking agreement if needed.

Commissioner Reilly stated a hotel Downtown and more shopping is a great idea. He added that the massing of this project bothers him from a scale standpoint and agrees with the materials that will be used. He believes that this project will have a significant impact on the surrounding area.

Commissioner Davis believes that the use is excellent, but also has issues with the mass and scale.

Commissioner Kleczewski stated he believes the Hilton Hotel was a similar project and he considers that to be the Downtown area. He provided concerns about downsizing this hotel due to room rates being too high and leading to an empty building in the future.

Commissioner Whiting does not disagree with the concerns of mass and believes the architectural design is compatible with the Downtown area.

Chair Michelman believes this project is compatible with the area and thanked the Prescott Preservation Commission and the applicant for their work on this project.

Commissioner Hutchison stated the commission's role was clearly explained and he appreciates that.

Commissioner Graham understands that parking is not in the Commission's purview. She stated that in order to have a vibrant Downtown, you need to have more than tourism. Additionally, she hopes that City Council will address the parking issues.

MOTION BY COMMISSIONER WHITING TO RECOMMEND APPROVAL OF SUP24-001; SECONDED BY COMMISSIONER KLECZEWSKI: PASSED (6-1)

4. UPDATES

No Staff Updates

5. ADJOURNMENT

There being no further business to discuss, Chairman Michelman adjourned the meeting at 10:01 a.m.

DON MICHELMAN, Chairman

ATTEST:

Recording Secretary



TO: MAYOR AND CITY COUNCIL
AGENDA: December 12 Planning and Zoning Commission Meeting
DATE: December 12, 2024
DEPT: Community Development
ITEM #: 3.B
SUBJECT: **CSP24-001:** Proposed Comprehensive Sign Plan for the New Findlay Hyundai Dealership for Two (2) Monument Signs. Location: 1315 Auto Park Drive, APN 102-05-032T. Property Owner: Cedarwood Ranch LLC. Applicant: Grace Signs Arizona LLC.

ITEM SUMMARY

This is a request to for a Comprehensive Sign Plan for the new Findlay Hyundai Dealership to allow for one 21'10 5/16" Monument Sign and a second 37' 11 3/8" Monument Sign. The Land Development Code, Section 6.12.5.A.1.d., allows a freestanding monument sign to be a maximum of 12' in height.

BACKGROUND

The subject property is an approximate 4.5 acre portion of a 20.42 acre site located on the northeast corner of Willow Creek Road and Auto Park Drive in the Deep Well Master Plan Development. The property is accessed off Auto Park Drive east off of Willow Creek Road. The site is visible from Pioneer Parkway.

This request is for a two (2) new monument signs for the new auto dealership. The proposed 37' 11 3/8" Monument Sign will be at the intersection of Willow creek Road and Pioneer Parkway and the proposed 21'10 5/16" Monument Sign will be at the entrance on Auto Park Drive. All other proposed signs meet the Land Development Code allowance for building wall signs.

Due to the close proximity of the Airport, the applicant did do the necessary paperwork with the FAA.

This sign is located in the Commercial Corridor Overlay District which requires all sign lighting to be turned off one hour after closing of business or by 10 pm, whichever is later.

FINANCIAL IMPACT

There is no financial impact.

RECOMMENDED ACTION

MOVE to recommend approval of CSP24-001 with the following stipulation: sign to be turned off one-hour after closing of business or by 10 pm, whichever is later

ATTACHMENTS

1. Narrative
2. Pictures and maps



2507 W. Villa Rita Dr. Phoenix AZ 85023
623-780-1544
9200 E. Valley Rd. Prescott Valley, AZ 86314
928-772-4070

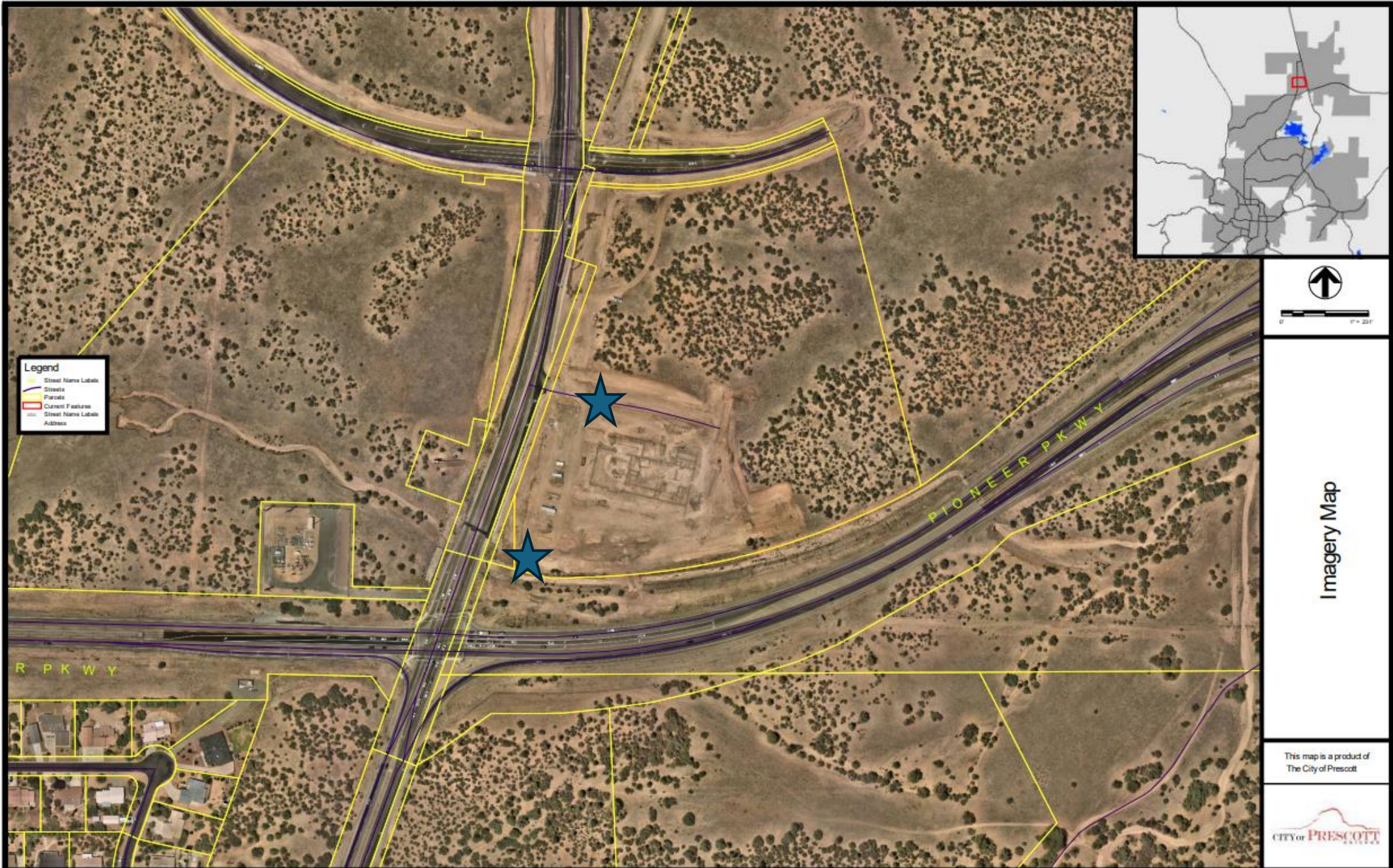
October 25th, 2024

Findlay Hyundai #AZ054
1315 Auto Park Dr
Prescott, AZ 86301

To whom it may concern:

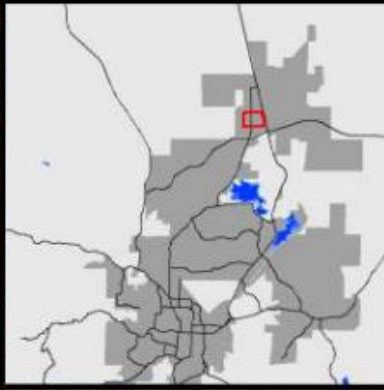
Findlay Hyundai is requesting a Comprehensive Sign Plan to allow signage to properly identify the business and help customers, passerby's and first responders identify the place of business. The proposed signs adhere and compliment the architectural aspects to the building and surrounding elements.

Sincerely,
Michael Donada
Representative
480-283-3496
21640 N 19th Ave
Phoenix, AZ 85027



Legend

- Street Name Labels
- Streets
- Parcels
- Current Features
- Street Name Labels
- Address



Imagery Map

This map is a product of
The City of Prescott

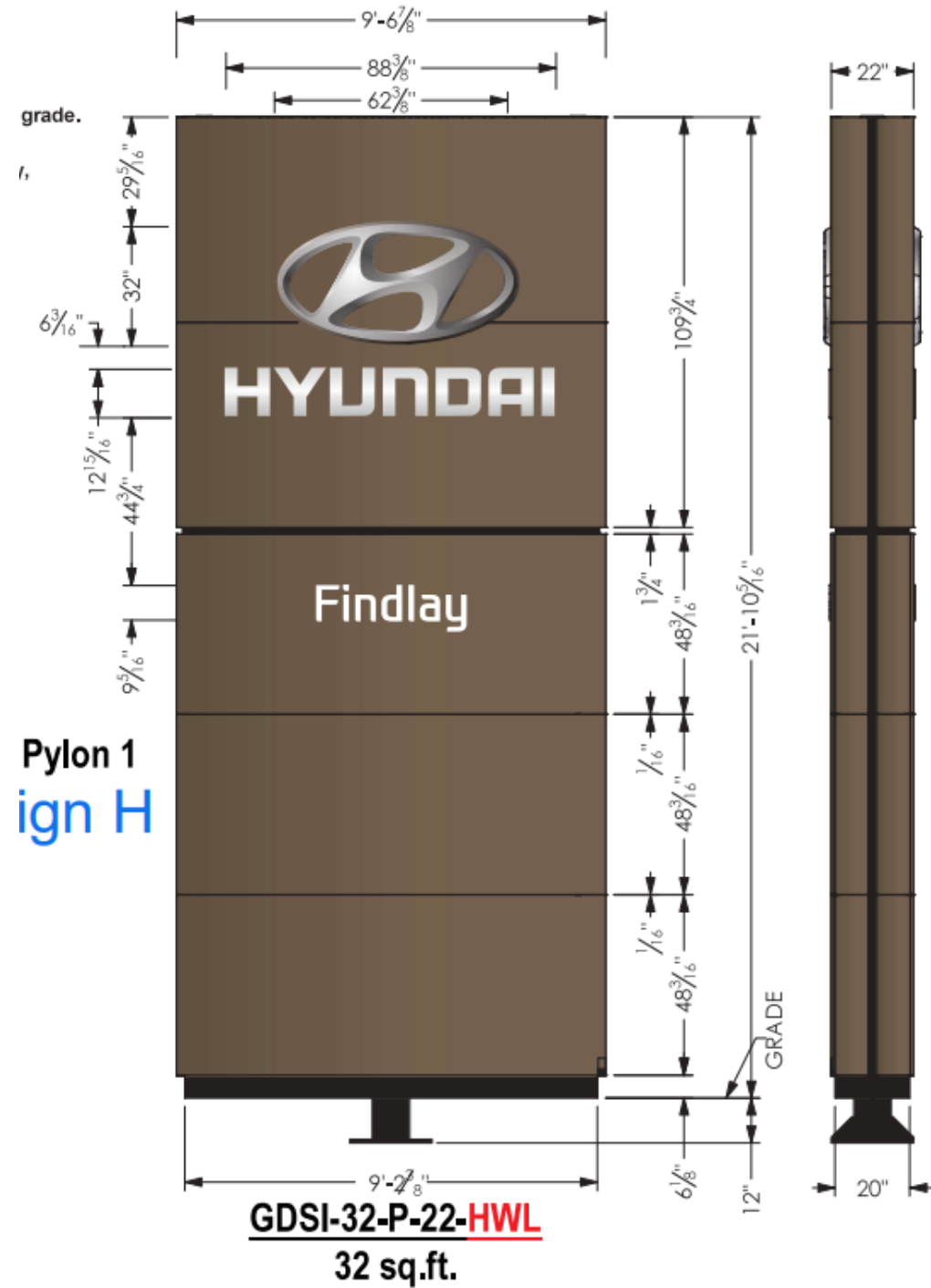




Subject Property

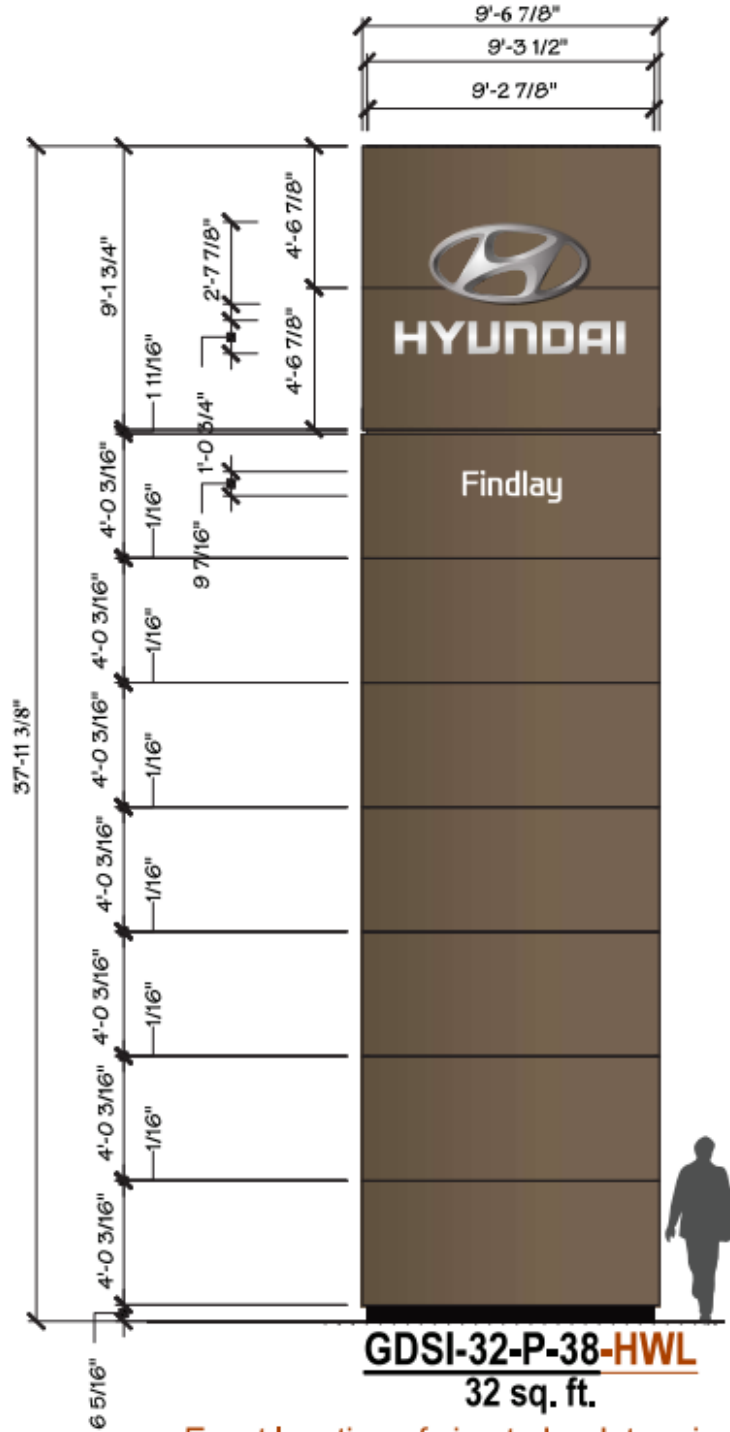
Willow Creek Road





l.
level grade.
ibility,

Pylon 2 Sign I



Exact location of sign to be determined