

# City of Prescott

## Planning & Zoning Commission



September 25, 2025 | 9:00 AM  
201 N. Montezuma Street  
Council Chambers, 1st Floor  
Prescott, AZ 86301

### AGENDA

The following Agenda will be considered by the **Planning & Zoning Commission** at their meeting to be held **September 25, 2025**. 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 August 28, 2025 Planning & Zoning Commission Meeting Minutes.

**Recommended Action: MOVE to approve the minutes as presented**

- B. **PLN25-002:** A Preliminary Plat of Lafferty Ranch, a 4-Unit Subdivision and Tract for Future Apartments on an Approximate 15.3 Acre Parcel Generally Located on the North Side of State Route 69 Across from Costco. Zoning: RE-2 (Rural Estate 2 Acre) and MF-M (Multi-Family- Medium Density). Location: APN 103-20-008C and D. Property Owner: 3910-5 LLC. Applicant: Kelly Wise Engineering.

**Recommended Action: MOVE to recommend approval of PLN25-002**

- C. **SUP25-001:** A Request for a Special Use Permit for a Remodel that Adds 50% or More to the Value of Existing Structures Relative to the Pre-Remodel Values as Required by Land Development Code Section 4.9.4.A.1. Location: 130 N. Cortez Street. Owner: 130 CORTEZ LLC. Applicant: Michael Taylor Architects Inc.

**Recommended Action: MOVE to recommend approval of SUP25-001 with or without the recommended condition that the applicant shall submit exterior building materials for review & approval by the Historic Preservation Specialist prior to building permit approval**

- D. **REZ25-001 & GPA25-001:** A Request for a Rezoning from MF-M (MH) (Multi-Family Medium Density with Manufactured Home Floating District) to BR (Business Regional) on a Total of 2.722 Acres, a Rezoning from RO (Residential Office) to BR on 0.55 Acres (APN 113-08-024B); and a Minor General Plan Amendment from Medium-High Density Residential to Commercial for All Listed Parcels. The Overall Project Area is 3.282 Acres, with Owners Seeking to Bring Legal Non-Conforming [Commercial] Lots into Compliance with City Zoning Code & Their Associated General Plan Land Use Group (LUG) Designation. Location: APNs 113-07-089, 113-08-031, 113-08-032, 113-08-033, 113-08-066, 113-08-067, 113-08-024B, 113-07-087, 113-07-088 and 113-08-034 (& 034A).

Addresses: 601, 603, 605, 617 & 625 Ruth St.; 642 Dameron Dr. Owners: West Yavapai Guidance Clinic Inc; Henderson, Patricia; Elrod, Sean. Applicant: Remarkable Land Surveying Inc.- Duane Famas.

**Recommended Action: 1) MOVE to recommend approval of GPA25-001; and 2) MOVE to recommend approval of REZ25-001**

**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 9/18/25 at 11:45 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.



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Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL  
AGENDA: September 25 Planning and Zoning Commission Meeting  
DATE: September 25, 2025  
DEPT: Community Development  
ITEM #: 3.A  
SUBJECT: Approval of the August 28, 2025 Planning & Zoning Commission Meeting Minutes.

## ITEM SUMMARY

This item is for approval of the August 28, 2025 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. August 28, 2025 P&Z Minutes

201 N Montezuma Street  
Council Chambers, 1st 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 (Excused)  
James Kleczewski, Member  
James Whiting, Member (Excused)

### 3. DISCUSSION & ACTION ITEMS

A. Approval of the January 30, 2025 Planning and Zoning Commission Meeting Minutes.

**MOTION BY COMMISSIONER REILLY TO APPROVE THE JANUARY 30, 2025 MEETING MINUTES; SECONDED BY COMMISSIONER GRAHAM; PASSED (4-0) COMMISSIONER KLECZEWSKI ABSTAINED.**

B. **CSP25-001:** A Proposed Comprehensive Sign Plan Amendment for the Existing Willow Creek Village Shopping Center to Allow for Four (4) New Tenant Panels Added to Two Existing Monument Signs. Location: APNs 115-09-091C & 115-09-095B, 1042 & 1048 Willow Creek Rd. Property Owner: Willow Creek Equities. Applicant: Morgan Sign Company.

Community Planner Jacob Lund gave a presentation regarding the Comprehensive Sign Plan Amendment and provided aerial images of the property, a site plan, and renderings of the proposed sign plans. He added that this is an amendment from a previously approved Comprehensive Sign Plan (CC12-002) approved by City Council on May 22<sup>nd</sup>, 2012 and the new proposal will be for an additional 10sf of signage. Staff recommended to approve or deny CSP25-001.

Commissioner Graham asked if the width of the sign will change.

Mr. Lund confirmed the width to stay the same.

Robert Markov Morgan Sign Company stated that the sign will be aesthetically the same and each individual panel will be 4sf.

Commissioner Davis commended the applicant on their creativity for increasing the signage.

**MOTION BY COMMISSIONER REILLY TO RECOMMEND APPROVAL OF CSP25-001; SECONDED BY COMMISSIONER DAVIS; PASSED (5-0)**

**4. STAFF UPDATES**

Mr. Lund informed the commissioners that there will be a Planning and Zoning Commission meeting scheduled for September 11<sup>th</sup>, 2025.

**5. ADJOURNMENT**

There being no further business to discuss, Chairman Michelman adjourned the meeting at 9:10 a.m.

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DON MICHELMAN, Chairman

ATTEST:

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JACOB LUND, Recording Secretary



TO: MAYOR AND CITY COUNCIL  
AGENDA: September 25 Planning and Zoning Commission Meeting  
DATE: September 25, 2025  
DEPT: Community Development  
ITEM #: 3.B  
SUBJECT: **PLN25-002:** A Preliminary Plat of Lafferty Ranch, a 4-Unit Subdivision and Tract for Future Apartments on an Approximate 15.3 Acre Parcel Generally Located on the North Side of State Route 69 Across from Costco. Zoning: RE-2 (Rural Estate 2 Acre) and MF-M (Multi-Family-Medium Density). Location: APN 103-20-008C and D. Property Owner: 3910-5 LLC. Applicant: Kelly Wise Engineering.

## ITEM SUMMARY

This item is a request for Preliminary Plat approval for the Lafferty Ranch subdivision, creating 4 single-family units and a Tract where a future apartment complex, which was recently rezoned and has water allocated for, will be constructed on approximately 15.3 acres, located on the North side of State Route 69, across from Costco. The property is zoned RE-2 (Rural Estate 2 Acre) where the 4 residential lots will be and MF-M (Multi-Family-Medium Density) where the new apartment complex will be constructed on Tract A. The property is currently being developed with a barn and residence on proposed Lot 1.

## BACKGROUND

The subject property is approximately 15.3 acres. This plat will allow 4 single-family lots for individual ownership. Each lot will meet the required minimum 2-acre parcel size per the RE-2 (Rural Estate 2 Acre) zoning district.

Proposed Lot 2 exhibits steep slopes and is subject to LDC Section 6.8 Hillside Development Standards. The applicant has provided a slope analysis, see attached, demonstrating a Restricted Building Envelope (RBE). The RBE limits disturbance to areas of the site where the slope is 20–30 percent or less, in compliance with the regulations.

Issues for Consideration (LDC Section 9.10.9.A.6). The City shall consider the following in the review of Preliminary Plats:

1. The purposes for subdivision regulations of Sec. 9.10.1;  
The application complies with all Preliminary Plat requirements.
2. The requirements of Sec. 9.10.6, Standards for Subdivision Approval;  
The applicant has submitted a complete application that has been reviewed by all our reviewing agencies and no other information is required as part of this Preliminary Plat application.
3. The physical arrangement of the subdivision;  
The proposed subdivision has supplied all required information and has made required changes to the layout of the lots and easements for utilities. No other changes have been requested to this project and meets all code requirements.
4. Adequacy of street and thoroughfare rights-of-way and alignment;

The proposed layout meets all code requirements.

5. Compliance of the streets and thoroughfares with the adopted plans and the existing street pattern in the area;

Access to the residential lots is from SR 69, through an ingress/egress easement through Tract A. The applicant worked with the Public Works and Fire Departments in regard to the size of the easements for ingress/egress, utilities, trash, and fire turnaround. The proposed Preliminary Plat meets all the City's code requirements.

6. Adequacy of easements for proposed or future utility service and surface drainage; and Meets all code requirements.

7. Suitability of lot size and area with respect to the minimum requirements for the type of sanitary sewage disposal proposed.

The proposed units will meet all code requirements and there are no required changes to the layout as presented.

### **FINANCIAL IMPACT**

There is no fiscal impact associated with this item.

### **RECOMMENDED ACTION**

MOVE to recommend approval of PLN25-002

### **ATTACHMENTS**

1. Preliminary Plat
2. Slope Analysis
3. PLN25-002 - PRESENTATION

# PRELIMINARY PLAT LAFFERTY RANCH SUBDIVISION

A PORTION OF THE OBLONG MINING CLAIM  
MINERAL SURVEY NO. 2729 (2023-0047879)

SITUATE IN SECTION 31, T14N, R1W,  
G.S.R.M., YAVAPAI COUNTY, ARIZONA

**PROJECT DESCRIPTION:**  
THE INTENT OF THIS PRELIMINARY PLAT IS TO SUBDIVIDE THE EXISTING PARCEL A INTO FOUR TWO-ACRE MINIMUM RESIDENTIAL LOTS. THE EXISTING PARCEL B WILL TURN INTO TRACT 'A' ('L' RESERVE APARTMENTS) AND THE INGRESS, EGRESS AND PUBLIC UTILITY EASEMENT DEPICTED IN INSTRUMENT NUMBER 2023-0005079, Y.C.R.O. WILL REMAIN THE SAME (EXCEPT FOR THE RED CROSS HATCHED AREA DEPICTED WILL BE REMOVED/ABANDONED. SEE SITE PLAN FOR 'L' RESERVE APARTMENTS UNDER PAC24-021. LAFFERTY RANCH IMPROVEMENTS ENG2303-009. LAFFERTY RANCH WATER AND SEWER IMPROVEMENTS ENG2406-014. SEPARATE DRIVEWAY PERMITS THROUGH COP AND ADOT RIGHT OF WAY DESIGNED BY CIVTECH.

**OWNER:** PER YAVAPAI COUNTY GIS: APN: 103-20-008C; 3910-10 LLC; 1201 EAST JEFFERSON STREET SUITE 2 PHOENIX, AZ 85034  
APN: 103-20-008D; 3910-5 LLC; 1201 EAST JEFFERSON STREET SUITE 2 PHOENIX, AZ 85034

**AGENT:** MICHAEL LAFFERTY  
ml@laffertyco.com

**CIVIL ENGINEER:** KELLEY/WISE ENGINEERING (KWE), INC. 146 GROVE AVENUE PRESCOTT, ARIZONA 86301  
GARY R. KELLEY, PE #22880  
CHRISTOPHER J. KIMBALL, RLS #48100 (928)771-1730  
gkelley@kelley-wise.com  
ckimball@kelley-wise.com

**BOUNDARY NOTE:**  
THE EXTERNAL BOUNDARIES OF THE DIVIDED PARCELS WAS SURVEYED BY THIS FIRM, UNDER THE DIRECTION OF CHRISTOPHER J. KIMBALL, IN THE YEAR 2022/2023. THE RECORD OF SURVEY PARCEL DIVISION CAN BE FOUND UNDER INSTRUMENT NUMBER 2023-0005079 RECORDS OF YAVAPAI COUNTY, ARIZONA.

**PROJECT BENCH MARK:**  
DATUM: NAVD-88 (CITY OF PRESCOTT SURVEY DATUM)

ELEVATION DEPICTED HEREON ARE BASED ON GPS OBSERVATIONS UTILIZING THE CITY OF PRESCOTT GPS BASE STATION AND THE GEOID-99 MODEL.

**ZONING:**  
PER THE YAVAPAI COUNTY INTERACTIVE MAPPING APPLICATION THE SUBJECT AREA SHOWN LIES WITHIN THE CITY OF PRESCOTT RURAL ESTATE 2 ACRE (RE-2) AND MULTI FAMILY MEDIUM (MF-M) PAD ZONING DISTRICTS. DENSITY AND DIMENSIONAL STANDARDS CAN BE FOUND IN THE CITY OF PRESCOTT LAND DEVELOPMENT CODE.

MINIMUM LOT AREA: SINGLE FAMILY DWELLINGS: 2 ACRES PER UNIT.  
MINIMUM LOT WIDTH: 200 FEET PER LOT.  
MINIMUM FRONT SETBACK: 35 FEET  
MINIMUM SIDE SETBACK: 35 FEET  
MINIMUM REAR SETBACK: 35 FEET  
MINIMUM CORNER SETBACK: 35 FEET.

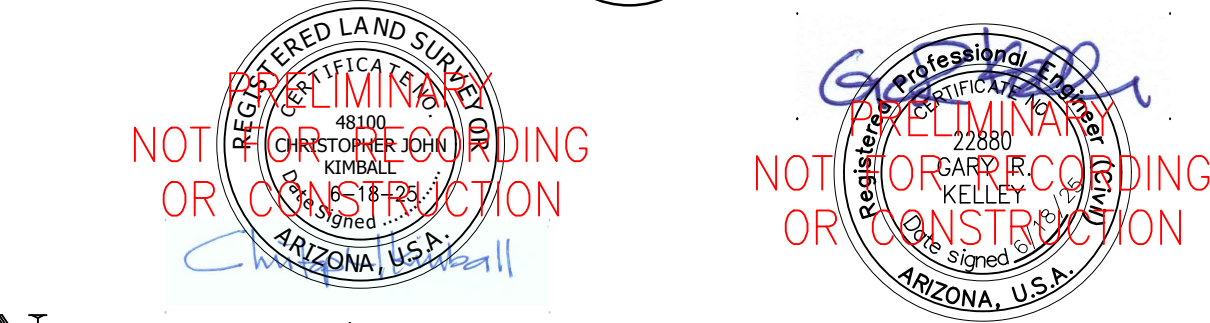
**FLOOD ZONE DESIGNATION:**  
FEMA FIRM MAP: 04025C2070G MAP REVISED: SEPTEMBER 3, 2010.

THE SUBJECT PARCELS LIE WITHIN ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN).

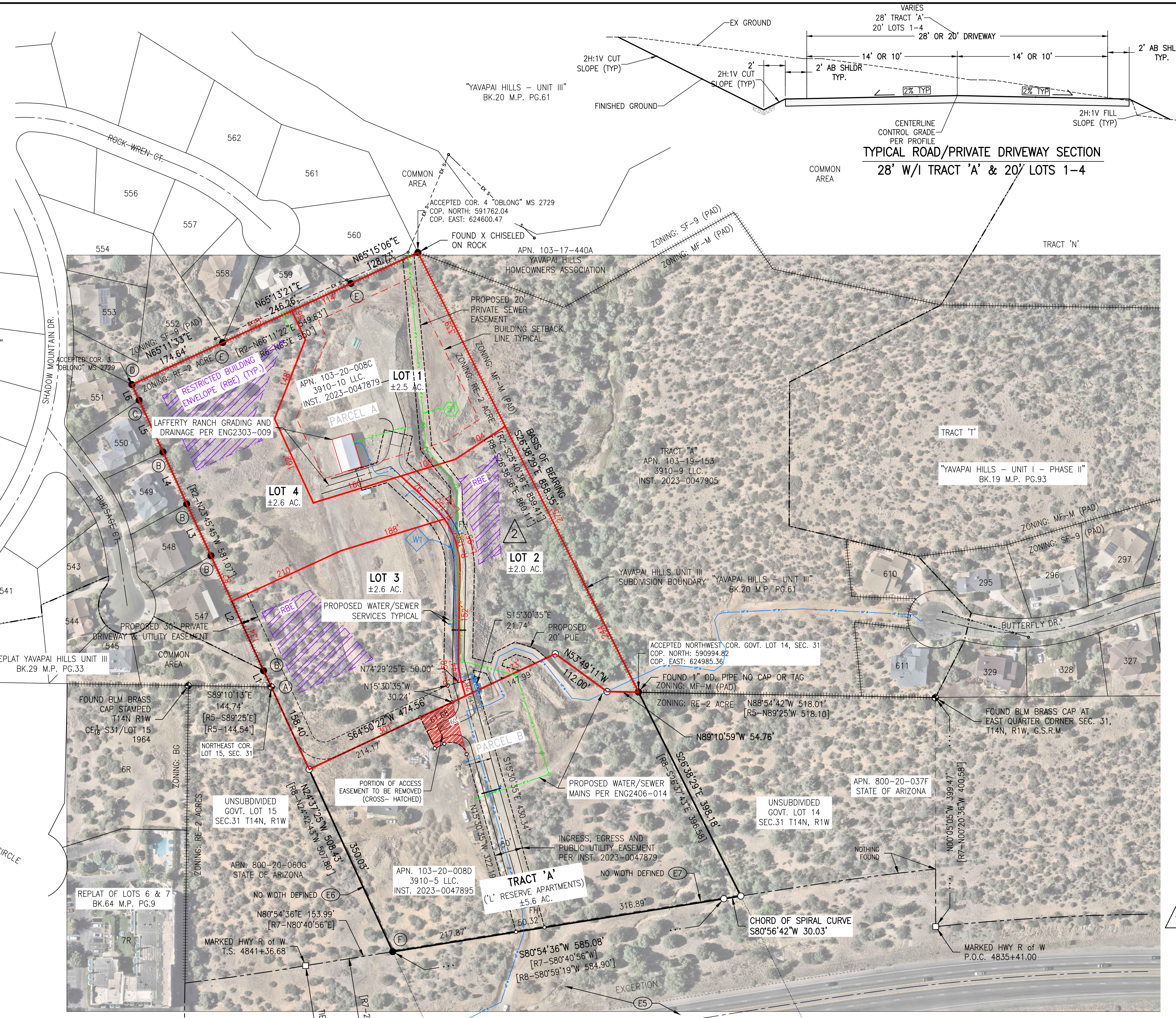
**LAND USE SUMMARY:**  
LOT 1: ±2.5 ACRES  
LOT 2: ±2.0 ACRES  
LOT 3: ±2.6 ACRES  
LOT 4: ±2.6 ACRES  
TRACT 'A': ±5.6 ACRES  
TOTAL: ±15.3 ACRES

**PRELIMINARY PLAT NOTE:**  
1.) HOA TO MAINTAIN PRIVATE ROADS, WATER, AND SEWER INFRASTRUCTURE.  
2.) FINAL DIMENSIONED RESTRICTED BUILDING ENVELOPES (RBE'S) TO BE ESTABLISHED ON FINAL PLAT WILL IMPACT LOTS 2 THROUGH 4.

**IMAGERY NOTE:**  
AERIAL IMAGERY SHOWN HEREON IS DOWNLOADED FROM NEARMAP.COM, PHOTO DATE 7/05/2025.



TYPICAL ROAD/PRIVATE DRIVEWAY SECTION  
28' W/I TRACT 'A' & 20' LOTS 1-4



**EASEMENT(S) NOTE:**  
EASEMENTS AS SHOWN HEREON ARE AS REFERENCED IN SCHEDULE B OF THE COMMITMENT FOR TITLE INSURANCE ISSUED BY COMMONWEALTH LAND TITLE INSURANCE COMPANY, BY LAWYERS TITLE OF ARIZONA, INC., FILE NUMBER 01975160-295-NA-DG2, COMMITMENT DATE SEPTEMBER 22, 2021.

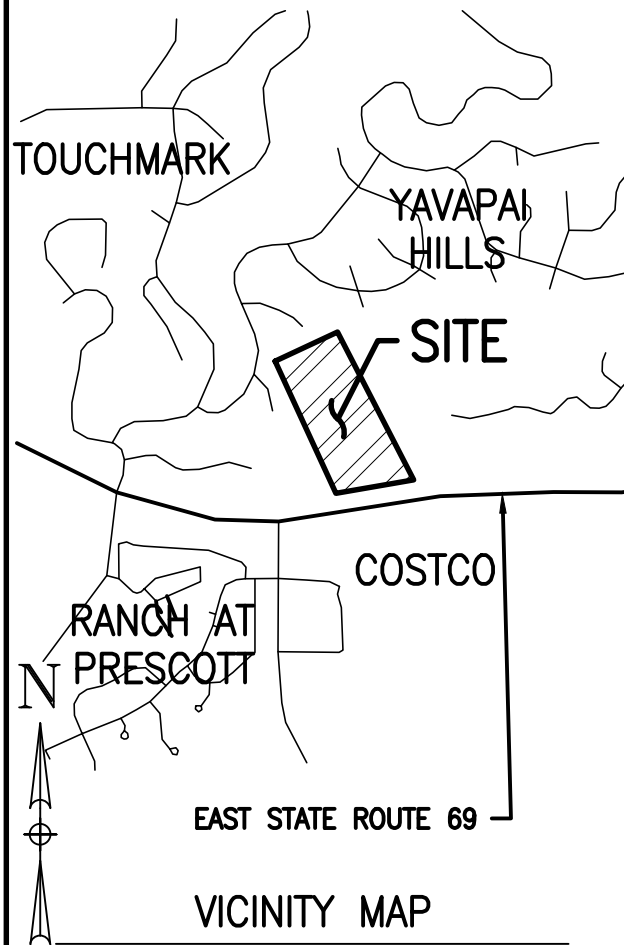
- (E5) EASEMENT(S) FOR HIGHWAY PURPOSE(S) AS SET FORTH IN BOOK 194 OF DEEDS, PAGE 344.
- (E6) EASEMENT(S) FOR ELECTRIC LINES PURPOSE(S) AS SET FORTH IN BOOK 267 OF OFFICIAL RECORDS, PAGE 436.
- (E7) EASEMENT(S) FOR ELECTRIC LINES PURPOSE(S) AS SET FORTH IN BOOK 318 OF OFFICIAL RECORDS, PAGE 293.

**SEWER KEY**

(S1) PRIVATE 8-INCH GRAVITY SEWER MAIN IS CURRENTLY UNDER CONSTRUCTION PER ENG2406-014.

**WATER KEY**

(W1) PRIVATE 8-INCH DIP WATER MAIN IS CURRENTLY UNDER CONSTRUCTION PER ENG2406-014.



**BASEIS OF BEARING:**  
THE MEASURED BEARINGS AS SHOWN HEREON ARE BASED ON THE CITY OF PRESCOTT'S SURVEY DATUM. ANY MONUMENTED LINE SHOWN HEREON MAY BE UTILIZED AS A LOCAL BASIS OF BEARING. THE CITY OF PRESCOTT SURVEY DATUM IS ON FILE WITH THE CITY OF PRESCOTT PUBLIC WORKS DEPARTMENT AND PUBLISHED ON THE CITY OF PRESCOTT WEB-SITE AT WWW.PRESCOTT-AZ.GOV.

**REFERENCE DOCUMENTS:**  
ON FILE WITH THE YAVAPAI COUNTY RECORDER:  
R1 - SPECIAL WARRANTY DEED: INSTRUMENT NO. 2022-0000305.  
R2 - YAVAPAI HILLS UNIT III: BOOK 20, MAPS AND PLATS, PAGE 61.  
R3 - REPLAT YAVAPAI HILLS UNIT III: BOOK 29, MAPS AND PLATS, PAGE 33.

ON FILE WITH THE BUREAU OF LAND MANAGEMENT:  
R4 - SUPPLEMENTAL PLAT OF SECTION 31, OFFICIALLY FILED SEPT. 15, 1986.  
R5 - SUBDIVISION PLAT OF SECTION 31, OFFICIALLY FILED APRIL 20, 1965.  
R6 - PLAT FOR MINERAL SURVEY NO. 2729, APPROVED OCT. 23, 1909.

ON FILE WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION:  
R7 - RIGHT-OF-WAY PLAN FOR CORDES JCT.-PRESCOTT HIGHWAY, PROJECT NO. F-029-1-(7), DRAWING D-13-T-423.

UNRECORDED:  
R8 - ALTA/ACSM LAND TITLE SURVEY PREPARED BY RST LAND SURVEYING, INC. JOB NO. 07-029, DATED 10.19.07.

**LEGEND:**

- FOUND BLM MONUMENT NOTED.
- FOUND AS NOTED.
- FOUND RAILROAD RAIL SET VERTICALLY.
- 1/2" REBAR WITH CAP OR MAG NAIL WITH BRASS/ALUMINUM TAG STAMPED "LS 48100" TO BE SET.
- [X.XX'] DENOTES RECORD DIMENSION
- AC. ACRE
- APN. ASSESSOR'S PARCEL NUMBER
- BK. BOOK
- COP. CITY OF PRESCOTT
- INST. INSTRUMENT NUMBER
- L. LENGTH OF ARC
- L.S. LAND SURVEYS
- M.P. MAPS AND PLATS
- O.R. OFFICIAL RECORDS
- PG. PAGE
- [R-] REFER TO REFERENCE DOCUMENT
- R. RADIUS OF ARC
- SF. SQUARE FEET
- Y.C.R.O. YAVAPAI COUNTY RECORDER'S OFFICE

**TRASH COLLECTION:**

ON-SITE DUMPSTER WEST AND EAST OF TRACT 'A' FOR 'L' RESERVE APARTMENTS. ON-SITE TRASH CAN COLLECTION TO BE DETERMINED FOR NORTHERLY FOUR LOTS PROVIDED BY THE CITY OF PRESCOTT.

**UTILITY/SERVICES PROVIDER:**

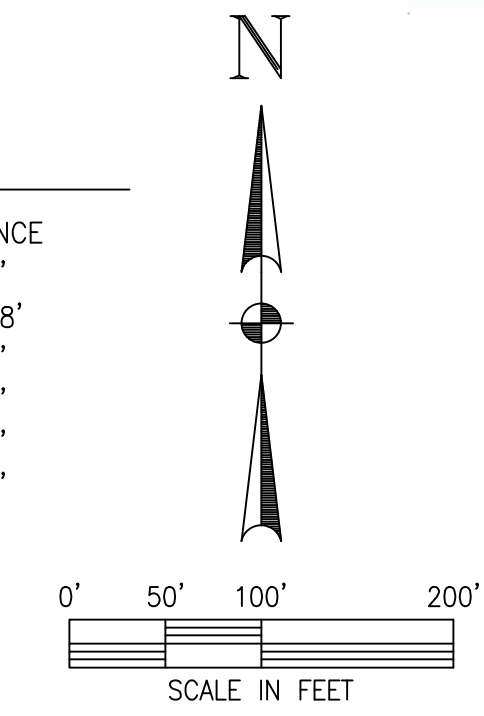
WATER-PRIVATELY MAINTAINED BY FUTURE HOA  
SEWER-PRIVATELY MAINTAINED BY FUTURE HOA  
ELECTRIC-ARIZONA PUBLIC SERVICE (APS)  
GAS-UNISOURCE ENERGY SERVICES  
COMMUNICATION (TELEPHONE/INTERNET)-SPARKLIGHT/CENTURYLINK

**MONUMENT KEY NOTES:**

- (A) FOUND 1" ALUMINUM CAP STAMPED BLM LOT 15.
- (B) FOUND 1/2" REBAR, NO CAP OR TAG.
- (C) FOUND 1/2" BAR WITH CAP "LS 23383".
- (D) FOUND 1/2" BAR WITH CAP "LS 13941".
- (E) FOUND 1/2" BAR WITH CAP "LS 15331".
- (F) FOUND 1/2" REBAR, NO CAP OR TAG.

**LINE TABLE:**

LINE	BEARING	DISTANCE
L1	N25°38'16"W	31.33'
L2	N24°32'58"W	220.48'
L3	N25°06'22"W	99.81'
L4	N24°30'42"W	99.78'
L5	N24°50'31"W	99.64'
L6	N24°29'17"W	30.03'



- 1 REVISED 9/02/2025 TO SHOW NEARMAP IMAGERY
- 2 REVISED 9/09/2025 TO SHOW LOT 2 REVISED RBE

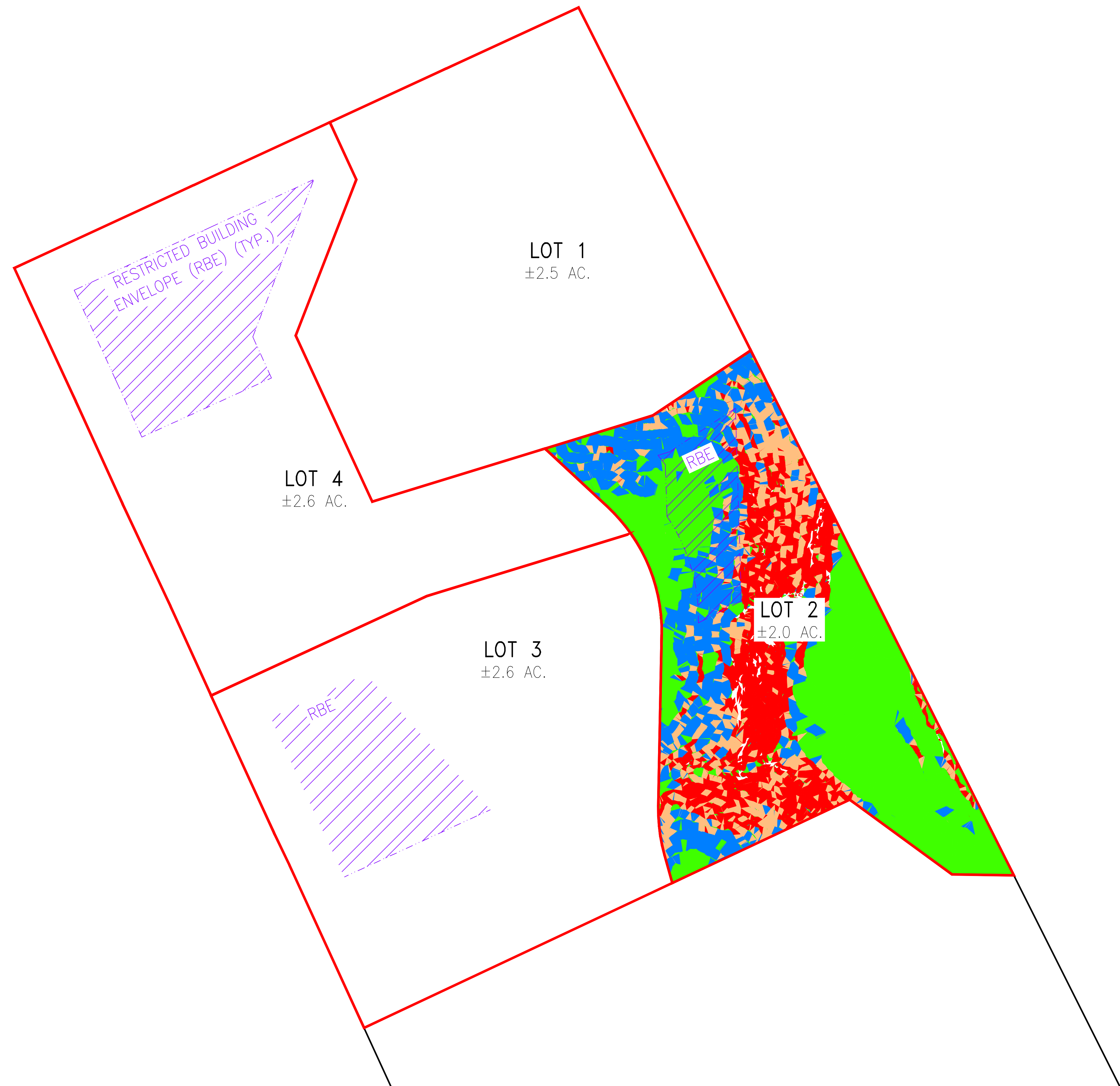
**KELLEY/WISE ENGINEERING, INC.**  
146 GROVE AVENUE  
PRESCOTT, AZ 86301  
PHONE: (928) 771-1730  
E-MAIL: ckimball@kelley-wise.com

JOB NO. 25-036	DRAWN: CLK/CLK	CHECKED: CLK
CREW: CLK-CLK	DATE: 6/18/25	SHEET 1 OF 1

**SLOPE ANALYSIS LOT 2  
LAFFERTY RANCH SUBDIVISION**

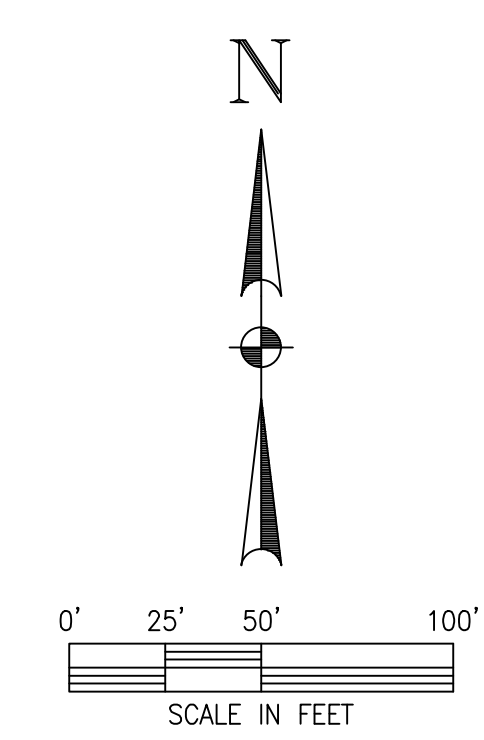
A PORTION OF THE OBLONG MINING CLAIM  
MINERAL SURVEY NO. 2729 (2023-0047879)

SITUATE IN SECTION 31, T14N, R1W,  
G.S.R.M., YAVAPAI COUNTY, ARIZONA



Slopes Table

Number	Minimum Slope	Maximum Slope	AREA (SF)	Color
1	0.00%	20.00%	35296	Green
2	20.00%	30.00%	20065	Blue
3	30.00%	40.00%	12993	Orange
4	40.00%	100.00%	18611	Red



NOT FOR RECORDING  
OR CONSTRUCTION

**KELLEY/WISE ENGINEERING, INC.**  
146 GROVE AVENUE  
PRESCOTT, AZ. 86301  
PHONE: (928) 771-1730  
E-MAIL: ckimball@kelley-wise.com

JOB NO.	25-036	DRAWN:	CTK	CHECKED:	GRK
CREW:	CTK-CJK	DATE:	9/03/25	SHEET:	1 OF 1



# PLN25-002 Lafferty Ranch Preliminary Plat

JACOB LUND

September 25, 2025  
Planning and Zoning Commission



# Overview



- Preliminary Plat for Lafferty Ranch
- 4 Unit Subdivision and Tract for future apartments on an Approximate 15.3 Acre Parcel



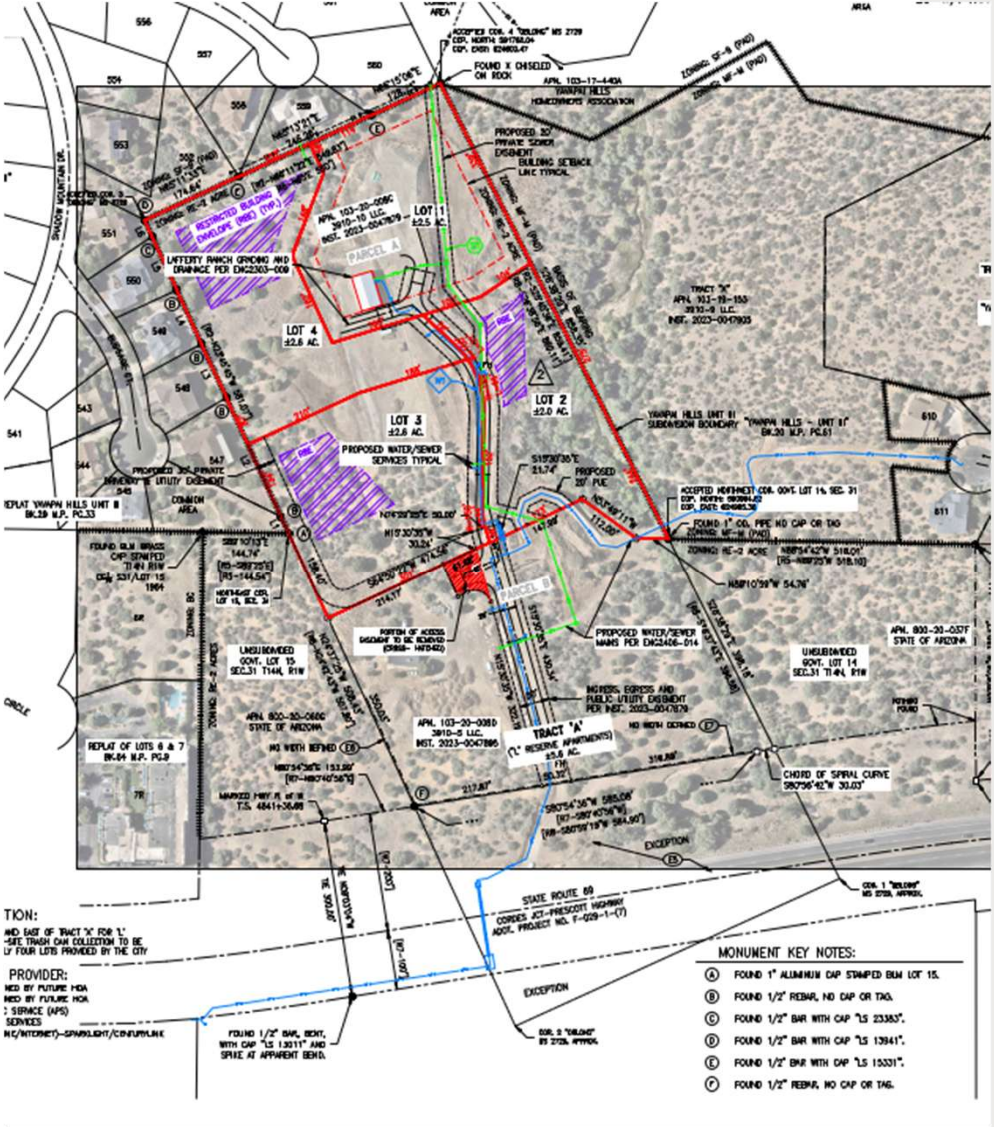


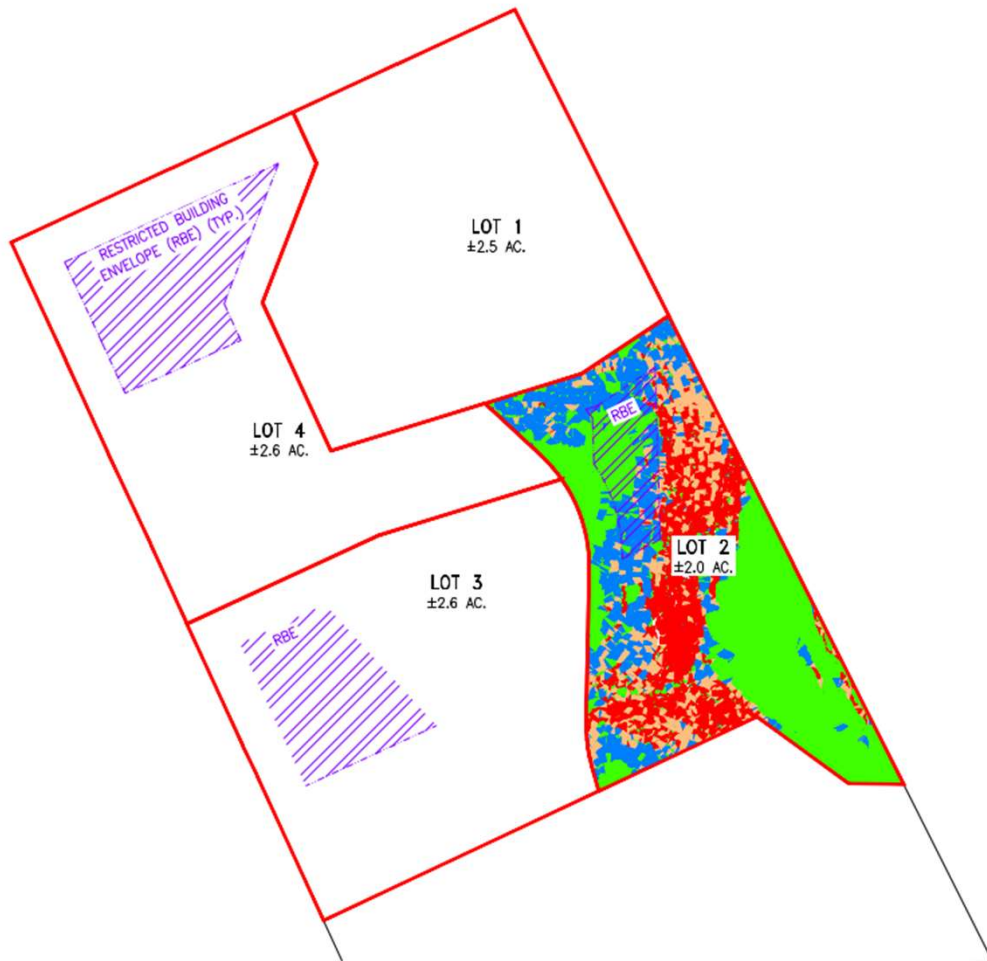
Imagery Date: 2024-09-02 15:43:38  
Data Year:

This document is a graphic representation only of data available on-line.  
The City of Prescott assumes no responsibility for any errors.



# PRELIMINARY PLAT 4 Residential Lots Tract A for future apartments





Slope Analysis  
 Lot 2 affected and  
 restrictive building  
 envelope meets  
 Hillside  
 Development  
 Criteria.

Number	Minimum Slope	Maximum Slope	AREA (SF)	Color
1	0.00%	20.00%	35296	Green
2	20.00%	30.00%	20065	Blue
3	30.00%	40.00%	12993	Orange
4	40.00%	100.00%	18611	Red



## ISSUES FOR CONSIDERATION

- 1) The purposes for subdivision regulations of Sec. 9.10.1;**
- 2) The requirements of Sec. 9.10.6, Standards for Subdivision Approval;**
- 3) The physical arrangement of the subdivision;**
- 4) Adequacy of street and thoroughfare rights-of-way and alignment;**
- 5) Compliance of the streets and thoroughfares with the adopted plans and the existing street pattern in the area;**
- 6) Adequacy of easements for proposed or future utility service and surface drainage; and**
- 7) Suitability of lot size and area with respect to the minimum requirements for the type of sanitary sewage disposal proposed.**

RECOMMENDED ACTION

MOVE to recommend approval of PLN25-002, Preliminary Plat for Lafferty Ranch.





TO: MAYOR AND CITY COUNCIL  
AGENDA: September 25 Planning and Zoning Commission Meeting  
DATE: September 25, 2025  
DEPT: Community Development  
ITEM #: 3.C  
SUBJECT: **SUP25-001:** A Request for a Special Use Permit for a Remodel that Adds 50% or More to the Value of Existing Structures Relative to the Pre-Remodel Values as Required by Land Development Code Section 4.9.4.A.1. Location: 130 N. Cortez Street. Owner: 130 CORTEZ LLC. Applicant: Michael Taylor Architects Inc.

## ITEM SUMMARY

This item is for review and approval of a Special Use Permit as required by the Land Development Code 4.9.4.A.1. for any proposed building doing a remodel that adds 50 percent or more to the value of existing structures relative to the pre-model values in the Downtown Business District (DTB).

At their September 12, 2025, meeting the Prescott Preservation Commission did a courtesy review of the project per the LDC, even though the property is not located in a local preservation district. The vote was to recommend approval (3-2) with the suggested condition that the applicant shall submit exterior building materials for review & approval by the Historic Preservation Specialist prior to building permit approval.

## BACKGROUND

The DTB covers a large area of downtown Prescott. Within the DTB there are several historic preservation districts. Most of these districts are National Register districts that do not require a formal review and approval by the Prescott Preservation Commission (PPC). This project is in the North Prescott National Register district, but the structure was previously evaluated and determined not to be a contributor to the district.

The DTB specifically intends to protect the historic character of downtown Prescott by including a courtesy review by the PPC, review and recommendation by the City's Planning and Zoning Commission, and approval by the City Council for any remodel of a building that adds 50 percent or more to the value of existing structures relative to pre-model values.

The Commission's role is to evaluate the proposed building design based on the Compatibility Review Guidelines for a Special Use Permit. Without prescribing particular architectural designs or materials, compatibility review shall consider the architectural context of any proposed projects with the goal of achieving development that complements the immediate and surrounding areas.

1. Construction and exterior building materials shall be high quality and long lasting.

On the front, rear and south elevation of the building, the original brick was stuccoed and cannot be removed. The north elevation has the original Prescott brick, which will be maintained. All other materials will be reviewed prior to Building Permit submittal.

2. Structures shall demonstrate the general principles of good design including but not limited to those dealing with form, mass, scale, height, texture and color. Specific consideration shall be given to compatibility with other like structures in the vicinity where such structures are substantially in compliance with this LDC.

The proposal includes the addition of a fourth story that will be setback 10'6" from the front of the building. In comparison, the fourth story on 122 N Cortez is setback approximately 35' from the front.

The stucco on the front, rear, and south elevations is consistent with other buildings in the vicinity that covered the original Prescott brick. On the north elevation, the original Prescott brick will be maintained with the "Prescott Hotel" signage.

Along this portion of Cortez Street, the colors and materials on the buildings vary. The proposed color appears to blend with adjacent buildings. A new front street elevation will be designed with an early 1900's theme with a new fabric awning.

3. The architectural design of structures and their materials and colors shall be visually harmonious with the overall appearance, history and cultural heritage of downtown Prescott. Generous use of architectural interest elements is encouraged.

The key architectural elements of the structure, above the first story, will be maintained. Interior renovations will be done but will not affect the exterior elements of the building.

The architectural style of the fourth floor blends with the existing building.

4. All mechanical equipment shall be screened from view in accordance with the requirements of Sec. 6.5.8.E.

The elevator shaft and any other equipment will be concealed within the construction of the new fourth story.

## **FINANCIAL IMPACT**

There is no fiscal impact associated with this item.

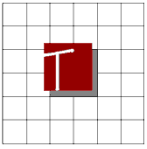
## **RECOMMENDED ACTION**

MOVE to recommend approval of SUP25-001 with or without the recommended condition that the applicant shall submit exterior building materials for review & approval by the Historic Preservation Specialist prior to building permit approval

## **ATTACHMENTS**

1. NARRATIVE
2. SHPO Review of SUP25-001
3. SUP25-001 PZ Presentation





July 9, 2025

## Special Use Permit Application

### Project Narrative

#### 130 North Cortez Street

THIS PROJECT IS THE ADAPTIVE RESTORATION OF THE PROPERTY. THE EXISTING BUILDING SHELL WAS ORIGINALLY BUILT AROUND 1893. IN 1977 THE STRUCTURE WENT THROUGH A SIGNIFICANT REMODELING THAT INCLUDED STRENGTHENING OF THE EXTERIOR WALLS. THE INTENT IS TO KEEP THE STRUCTURAL IMPROVEMENTS IN PLACE AND IMPROVE ON THEM AS PART OF THE RESTORATION. THE CURRENT STATE OF THE BUILDING INCLUDES FULL DEMOLITION OF THE INTERIOR WALLS, AND THE 1<sup>st</sup> (GROUND), 2<sup>nd</sup> AND 3<sup>rd</sup> FLOOR STRUCTURES.

THE PROPERTY IS INTENDED TO BE RESTORED INCLUDING:

- A NEW 1<sup>st</sup> FLOOR INCLUDING NEW INFRASTRUCTURE, AN ELEVATOR SHAFT, NEW INTERIOR STAIRS, A NEW REAR EGRESS STAIR, AND NEW (EARLY 1900'S THEME) FRONT STREET ELEVATION. (INCLUDING A NEW FABRIC AWNING.)
- THE 2<sup>nd</sup> AND 3<sup>rd</sup> FLOORS WILL BE REPLACED FOR THE USE OF APARTMENTS. THIS RESTORATION WILL INCLUDE CONTINUATION OF THE VERTICAL CIRCULATION MEANS. M/P/E AND STRUCTURAL INFRASTRUCTURE WILL BE INSTALLED. THE 2<sup>ND</sup> FLOOR WOULD ALSO HAVE THE ADDITION OF A NEW DECK STRUCTURE ON THE WEST SIDE.
- THE EXISTING ROOF STRUCTURE WILL BE REMOVED IN PREPARATION FOR THE CONSTRUCTION OF A NEW 4<sup>th</sup> FLOOR. THE 4<sup>th</sup> FLOOR WILL BE A RESIDENCE (RESPECTING THE HEIGHT LIMITS, AND HISTORICAL REQUIREMENTS OF NOT MODIFYING THE FRONT ELEVATION).

THOUGH THE STUCCO CANNOT BE EFFECTIVELY AND SAFELY REMOVED FROM THE EAST (CORTEZ STREET) ELEVATION, THE INTENT IS TO ADAPT THE FAÇADE TO REFLECT THE EARLY HISTORIC CHARACTER, THROUGH A NEW EMPHASIS OF THE ORIGINAL CORBELS BY REMOVING THE STUCCO 'SMOOTHED' OVER THE OLD CORBELS AND APPLYING A THIN COAT OF NEW FINISH.

## Tammy Dewitt

---

**From:** Arianna Urban <[REDACTED]>  
**Sent:** Thursday, September 4, 2025 5:31 PM  
**To:** Alex Bramlette  
**Cc:** Tammy Dewitt  
**Subject:** Re: 130 N Cortez Street  
**Attachments:** successful-rehab-additions-rooftop.pdf; its-36-rooftop-additions.pdf

Hi Alex,  
Here are my thoughts on the project:

I've reviewed the materials provided according to the National Park Service's *Secretary of the Interior's Standards for the Treatment of Historic Properties, Rehabilitation*:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment. **As this building is currently vacant/underutilized, a new use is highly appropriate. As there are not an abundance of extant original historic character-defining features of the building, the proposed project does not materially alter the ones that do remain.**
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. **Similarly, the proposed project retains the main historic characteristics: the overall shape, form, and massing of the building, the fenestration patterns and arched window openings, the coursing details accompanying the window surrounds, the arched details below the parapet, and the "PRESCOTT HOTEL" ghost sign.**
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken. **As excellent historical photographs of the building are available, this is a straightforward one to avoid.**
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved. **See semi-related discussion of storefronts, below.**
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved. **See semi-related discussion of ghost sign, below. Overall, things like the arched parapet and window details would be the closest things to a demonstration of craftsmanship here.**
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old

in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence. As the facade is more of a preservation/restoration, it doesn't seem to be the case that any replacement of missing features is in the scope. (For example, hypothetically, IF the architect wanted to recreate the iron balconies from the historic photo, it would be appropriate because original documentation of the design exists.)

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. As the architect noted that removing the existing stucco facade would do extensive damage to the historic brick, it was the correct call for them to leave the stucco in place.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. No information provided.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. This is the primary Standard applicable to the project. From the elevation provided (Sheet A-201), the design of the rooftop addition achieves the directive to differentiate new work from the old, while still referencing the original historic design. The arched window motif and the centered primary entry on the addition's facade are nicely done iterations of the historic features, while the size and tripartite design of the windows themselves clearly read as modern. It appears that the cornice details on the historic building and the new addition are intended to be the same; because the original brick cornice detail no longer exists, I think this is an okay element. I am glad to see that the historic brick will remain exposed on the building's sides. Additionally, it appears as though the stucco texture on the addition will be different from the stucco on the main facade of the building. This is good and will be an important part of the differentiation between modern and historic. (See below for an in-depth evaluation of the rooftop addition).
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired. Reversibility is something we always strive for. In this case, the rooftop addition could (hypothetically) be removed and the historic building would remain unaltered.

*Rehabilitation Standards: rooftop additions.* The Standards include specific guidance for rooftop additions to historic buildings:

"Design a compatible rooftop addition for a multi-story building, when required for a new use, that is set back at least one full bay from the primary and other highly-visible elevations and that is inconspicuous when viewed from surrounding streets," and "Limit a rooftop addition to one story in height to minimize its visibility and its impact on the historic character of the building."

In a direct reading of these two guidance points, the 130 N Cortez project meets both. While it is not ideal, the addition will be visible from the street. I do believe its visual impact to the historic building will be somewhat minimal, and further assuaged by the appropriate differentiation between old and new.

Furthermore, NPS has published several documents providing more in-depth guidance for rooftop additions (attached). Notably, they indicate that, generally, "Rooftop additions are almost never appropriate for buildings that are less than four stories high. Generally, rooftop additions should not be more than one story in height, and are more compatible on buildings that are adjacent to taller buildings or dense urban environments." :

- I feel that the surrounding streetscape and context for adjacent building heights is acceptable to accommodate the rooftop addition to 130 N Cortez.
- Perhaps the only thing that the proposed addition doesn't follow is the guidance for 4+ stories. I find this to be a little arbitrary, especially without NPS considering the locale itself. As Prescott's tallest historic buildings are four-ish stories, this recommendation doesn't indicate to me that the proposed addition doesn't meet the *Standards*.

The storefront: Generally, historic preservation best practices for historic commercial blocks exclude the necessity to restore historic storefronts. Storefronts, by necessity, have long been altered, often changing many many times since a building's construction. As such, when evaluating rehabilitation projects in commercial buildings, as long as the proposed storefront fits with the overall character of the building and does not create something distractingly different from what exists, it usually considered appropriate.

Ghost signs: Ghost signs are considered a treasure and contribute significantly to the historic character of a building, streetscape, and historic district, and should be retained. However, ghost signs should never be repainted or "touched up" in an effort to preserve them. If the architect or contractor has any more questions about how to treat a ghost sign, I would be very happy to chat with them.

Interpretation: We always encourage rehabilitation projects to incorporate some type of historic interpretation. In this case, with the existence of such excellent historic photos, it would be great to see them reproduced and incorporated into the interior design of the building. I would also be happy to help with more interpretation ideas down the road.

Please take these points as my recommendations in reference to the *Secretary of the Interior's Standards* only.

I think that's it! I hope this is helpful. Please let me know if you need anything else.

Sincerely,  
Arianna

**Arianna Urban, M.S.HP**  
Planner III | Certified Local Government Coordinator  
**Arizona State Historic Preservation Office**  
**Arizona State Parks & Trails**  
1110 W Washington St Suite 100

## Rooftop Additions

Rooftop additions are seen as a way of increasing the usable floor area of historic buildings. Standard 9 of the Secretary of the Interior's Standards for Rehabilitation states that such additions shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. The Guidelines recommend that all new additions be designed in a manner that makes clear what is historic and what is new; specifically, that rooftop additions, be set back from the wall plane and be as inconspicuous as possible when viewed from the street. The Guidelines also recommend that rooftop additions are inconspicuous from the public-right-of-way and that they not damage or obscure character defining features. Numerous *Interpreting the Standards* bulletins describe rehabilitation projects with rooftop additions. *Preservation Brief 14* provides guidance as well. The following is intended to amplify and clarify this existing guidance.

### 1. Can the historic building accept a rooftop addition at all?

Adding one or more floors to a two- or three-story building generally will change the massing of the building and result in a change of character. Such additions to buildings that are located in a historic district comprised of low-rise structures or even in districts with buildings of varying heights, can also have a dramatic, negative impact on the district in which they are located. Adding one or more floors to a high-rise building generally will not have such an impact because the addition is a small proportion of the total architectural expression. One new floor on a 10-story building probably will not affect the building, provided it is set back from the wall plane, **unless** the building's skyline is particularly distinctive and its outline against the sky will be obscured or dramatically changed by the new addition. A two-story addition to a ten-story building, however, would very likely alter the historic character of the building.

### 2. Where is it appropriate to evaluate the impact of a rooftop addition?

A rooftop addition's impact is properly evaluated from any public right of way (street, public park, sidewalk): from the front, sides, and rear. Where it is **not** appropriate to evaluate the new addition is from a privately owned empty but buildable lot across the street or from a high-rise building looking down on the addition. Less emphasis should be placed on the impact of a rooftop addition on non-character-defining side walls (including party walls) and rear walls, provided they are not highly visible.

### 3. If a rooftop addition is determined appropriate, where should it be placed?

The Guidelines recommend setting the addition back from the wall plane; this is to ensure that the new construction is as inconspicuous as possible. Setbacks should be considered for all elevations that can be readily seen from the public right-of-way. In certain very limited cases (high-rise buildings and

buildings with pronounced parapets in particular), significant setbacks may not be necessary if the building's historic form reads clearly despite the addition of a new floor.

**4. How much should a rooftop addition be set back?**

No formula exists for determining the proper amount of setback. Field mock-ups are better than sightline studies as indicators of the potential effects of a rooftop addition. For low-rise buildings, the new addition's setback from the facade should be sufficient to make it inconspicuous from across or down the street. For medium-rise buildings, some visibility may be acceptable given the overall size and scale of the building. For districts with wide streets, neighborhood parks or moderately scaled buildings, greater setbacks may be necessary.

**5. How should a rooftop addition make clear what is historic and what is new?**

There are a number of ways to make the distinction between old and new: through set-backs; by changing the materials of the new addition; by altering the pattern of window openings; by simplifying the surface ornamentation of the new addition. How these options are manipulated is the prerogative of the project architect, although in the end, the project must meet all ten Standards.

May 1997

\*\*\*



Subject: Rooftop Additions

- Applicable Standards:
- 2. Retention of Historic Character
  - 5. Preservation of Distinctive Features, Finishes, and Craftsmanship
  - 9. Compatible New Additions/Alterations

**Issue:** The Secretary of the Interior's Standards for Rehabilitation allow the construction of new additions if they do not destroy significant fabric, and if their design is compatible with the size, scale, color, material, and character of the property and the historic district if applicable. However, not all historic buildings can be enlarged in a manner that is consistent with the Standards, whether for reasons of size, siting, or location within a district. With regard to rooftop additions, the Guidelines for Rehabilitating Historic Buildings recommend that new rooftop additions be designed so that they are inconspicuous from the public right-of-way, are set back from the primary elevation of the building, and do not damage character-defining features of the historic building. Rooftop additions are almost never appropriate for buildings that are less than four stories high. Generally, rooftop additions should not be more than one story in height, and are more compatible on buildings that are adjacent to taller buildings or dense urban environments. Rooftop additions that do not meet these principles generally will not meet the Standards.

**Application 1** (*Incompatible treatment*): A school built in 1923, and expanded in later years, was proposed to be rehabilitated for continued educational use as a community



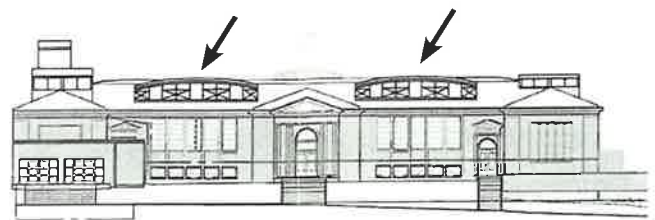
The school prior to rehabilitation.



Proposed rooftop additions to school building.

resource center, a housing complex for senior citizens, a day school, and a boarding school. The building was less than three stories, sat prominently on the street and was visible on all elevations. Under the initial proposal, boarding students would live in the historically unoccupied attic of the original, 1923, portion of the school.

Because the attic lacked adequate headroom, dormers were proposed for the visible front and side elevations. The Stan-



A drawing of the proposed dormers shows the impact this construction would have had on the physical fabric and the historic character of the building.

dards call for additions to be differentiated as new elements. The proposed dormers were very large and out-of-scale with the historic building, featuring an arched profile and contemporary windows that contrasted strongly with the relatively traditional and subdued materials and design of the Colonial Revival structure. In addition, the dormers would not only impose a new form upon the roof, but would also require substantial alteration of the physical fabric of the roof itself. For these reasons, the proposal did not meet the Standards.

**Application 2 (Compatible treatment):** A rooftop addition was proposed for a four-story apartment building that was being rehabilitated for continued residential use. The building was constructed in 1914 in a simply articulated, Classical Revival style with a slightly-raised limestone base, a brick facade, beltcourses, and some decoratively-carved keystones on the first floor. It is capped by a simple but prominent dentilled cornice. This building is one of several large apartment buildings located in a primarily small scale, single-family residential neighborhood. It is surrounded on both sides and across the street by two to two-and-one-half story rowhouses, and therefore is highly visible within the district. For this reason alone, it might appear that the addition of any more height to this building would not meet the Standards.

However, a new floor was added that is only minimally visible on the non-significant side elevations and is imperceptible from directly across the street. Setting the new floor into the flat roof plane lowered the profile of the addition to the height of a half story. The slanted front edge further minimized the appearance of the addition and concealed integral skylights. The mass blended with the solid, unadorned side walls of the historic building. This rooftop addition does not impact the historic character of the building and is in conformance with the Standards.



*This early twentieth century apartment building was actually constructed as two buildings of harmonious but slightly different design.*



*New rooftop addition and stairtower visible on the south elevation.*

*New rooftop addition and stairtower visible on the secondary north elevation, meets the Standards, and is compatible with the historic building.*



Technical Preservation Services, National Park Service

These bulletins are issued to explain preservation project decisions made by the U.S. Department of the Interior. The resulting determinations, based on the [Secretary of the Interior's Standards for Rehabilitation](#), are not necessarily applicable beyond the unique facts and circumstances of each particular case.

June 2006, ITS Number 36

# SUP25-001

# 130 N Cortez

# Street

September 25, 2025  
Planning and Zoning Commission

TAMMY DEWITT  
COMMUNITY PLANNER



# Overview



A Special Use Permit is required by the Land Development Code 4.9.4.A.1. for any proposed building doing a remodel that adds 50 percent or more to the value of existing structures relative to the pre-model values in the Downtown Business District (DTB).

Located in the North Prescott National Register District.

Includes courtesy review by PPC before going to Planning and Zoning Commission and then City Council.

# Compatibility Review

1. Construction and exterior building materials shall be high quality and long lasting.
2. Structures shall demonstrate the general principles of good design including but not limited to those dealing with form, mass, scale, height, texture and color. Specific consideration shall be given to compatibility with other like structures in the vicinity where such structures are substantially in compliance with this LDC.
3. The architectural design of structures and their materials and colors shall be visually harmonious with the overall appearance, history and cultural heritage of downtown Prescott. Generous use of architectural interest elements is encouraged.
4. All mechanical equipment shall be screened from view in accordance with the requirements of Sec. 6.5.8.E.

Building under review





Provided by applicant



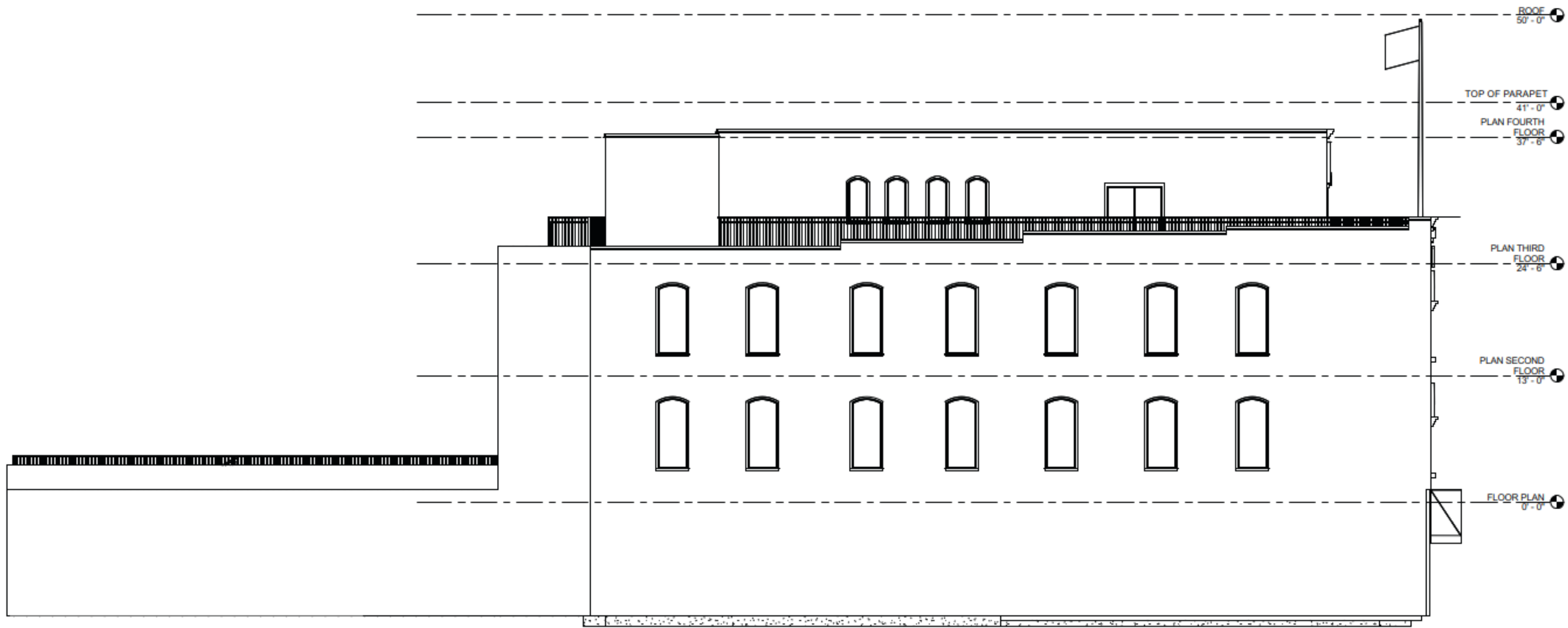
Provided by applicant



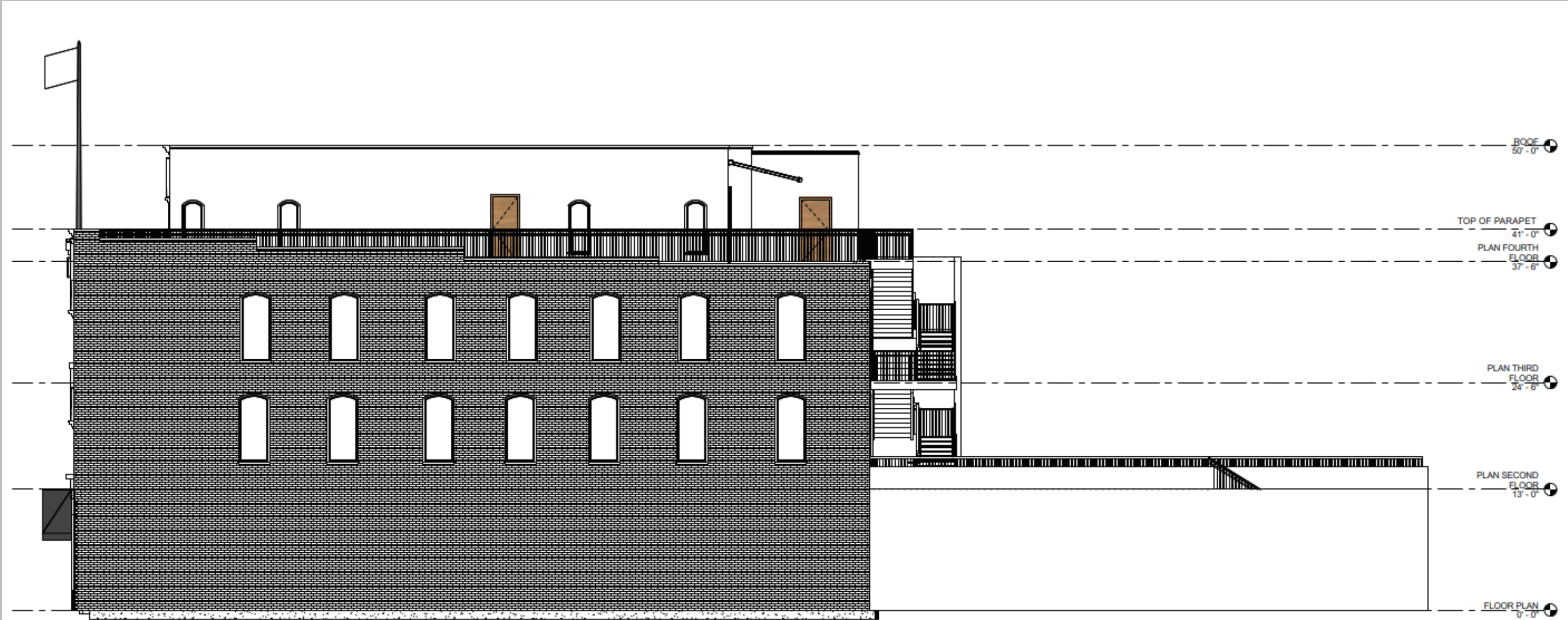


Proposed changes:

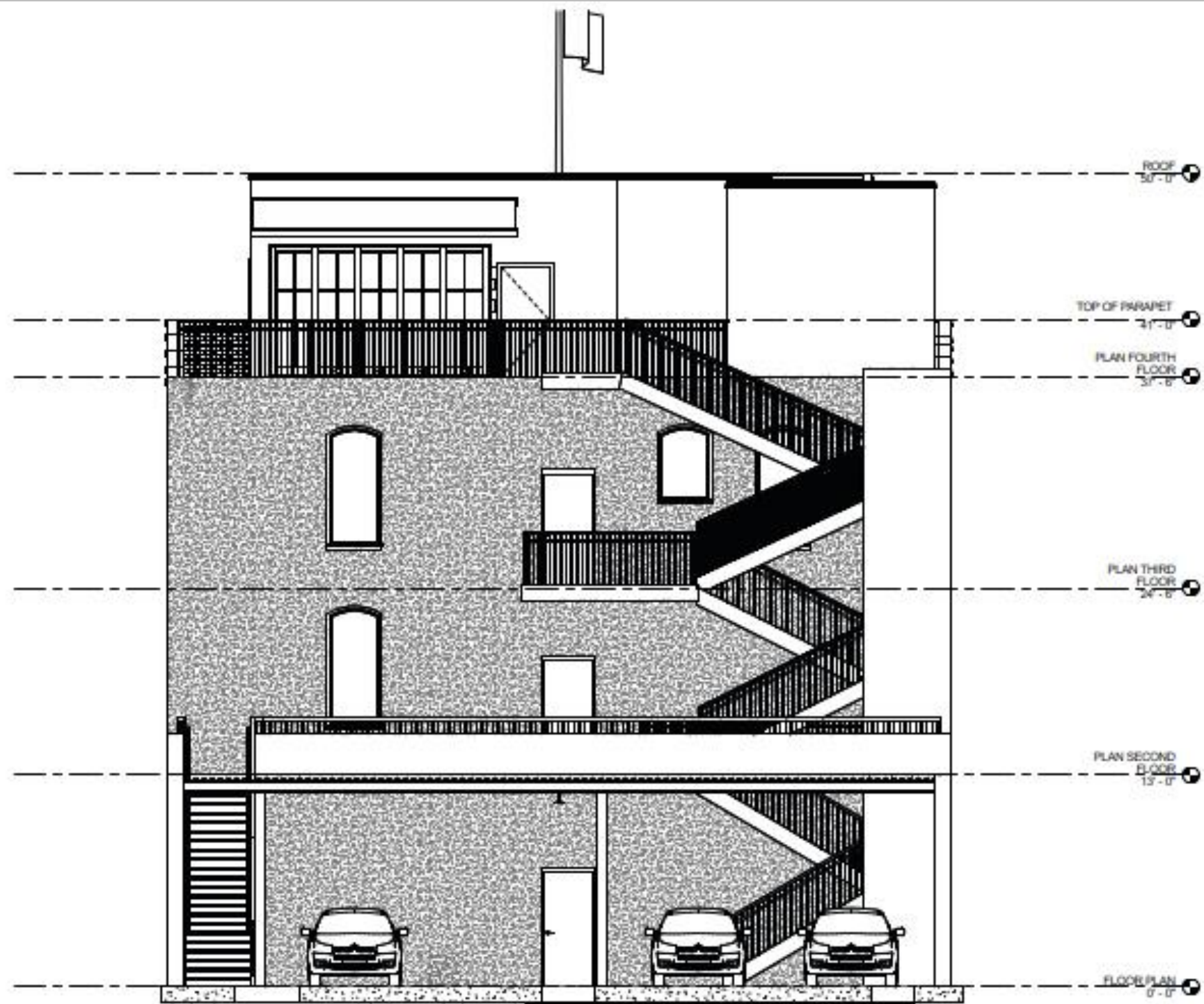
- New first floor area with new fabric awning
- Install an elevator
- 2<sup>nd</sup> and 3<sup>rd</sup> floors converted to apartments
- Addition of recessed 4<sup>th</sup> floor for a new residence



① SOUTH ELEVATION



1 NORTH ELEVATION



Providing 8 parking spaces for the residential use in the back.

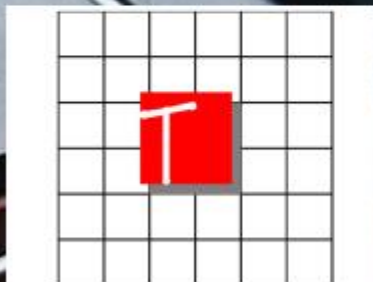
1 WEST ELEVATION



“Prescott Hotel” Sign on this side of building will remain but not shown on this rendering.

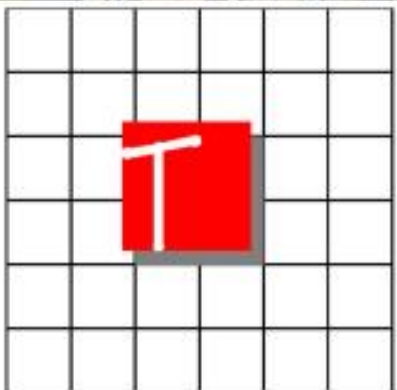






Michael Taylor  
Architects, Inc.





Michael Taylor  
Architects, Inc.



# **Prescott Preservation Commission**

At their September 12, 2025, meeting the Prescott Preservation Commission did a courtesy review of the project per the LDC, even though the property is not located in a local preservation district. The vote was to recommend approval (3-2) with the suggested condition that the applicant shall submit exterior building materials for review & approval by the Historic Preservation Specialist prior to building permit approval.

## Recommended Action

MOVE to recommend approval of SUP25-001 with or without the recommended condition that the applicant shall submit exterior buildings materials for review & approval by the Historic Preservation Specialist prior to building permit approval





TO: MAYOR AND CITY COUNCIL  
AGENDA: September 25 Planning and Zoning Commission Meeting  
DATE: September 25, 2025  
DEPT: Community Development  
ITEM #: 3.D  
SUBJECT: **REZ25-001 & GPA25-001:** A Request for a Rezoning from MF-M (MH) (Multi-Family Medium Density with Manufactured Home Floating District) to BR (Business Regional) on a Total of 2.722 Acres, a Rezoning from RO (Residential Office) to BR on 0.55 Acres (APN 113-08-024B); and a Minor General Plan Amendment from Medium-High Density Residential to Commercial for All Listed Parcels. The Overall Project Area is 3.282 Acres, with Owners Seeking to Bring Legal Non-Conforming [Commercial] Lots into Compliance with City Zoning Code & Their Associated General Plan Land Use Group (LUG) Designation. Location: APNs 113-07-089, 113-08-031, 113-08-032, 113-08-033, 113-08-066, 113-08-067, 113-08-024B, 113-07-087, 113-07-088 and 113-08-034 (& 034A). Addresses: 601, 603, 605, 617 & 625 Ruth St.; 642 Dameron Dr. Owners: West Yavapai Guidance Clinic Inc; Henderson, Patricia; Elrod, Sean. Applicant: Remarkable Land Surveying Inc.- Duane Famas.

## ITEM SUMMARY

The item is for the review and approval of a rezoning and minor general plan amendment. Subject project area contains 11 parcels, one zoned Residential Office (RO) and the remainder Multi-Family Medium Density with a Manufactured Home Floating District (MF-M (MH)). The total project area is 3.282 acres. The project area is bound by Ruth St. to the west, Brannen Ave. to the south, Dameron Ave. to the east and W. Hillside Ave. to the north.

Adjacent properties to the north and south are zoned Business General (BG), MF-M (MH) (Multi-family Medium Density with a Manufactured Home Floating District) to the east and BR (Business Regional) to the west. It is the request of all three property owners to rezone all parcels to be BR zoning as well as have the subsequent Land Use Group designation changed for conformance with the General Plan.

## BACKGROUND

The subject project area currently contains 11 parcels, some being undevelopable fragments created by lot alterations undertaken prior to the current zoning code. Five of the 11 parcels have a residential use designation, with the remainder being designated as nursing home/rehabilitation center uses (those owned by West Yavapai Guidance Clinic). West Yavapai Guidance Clinic (WYGC) first opened in 1966—specializing in mental health and behavioral health treatment for the community, its hub being at 642 Dameron Dr. for many years. WYGC was acquired by Polara Health in 2021, Polara is acting as applicant for WYGC on this project. Polara seeks to continue running the clinics for the purpose of behavioral health and substance abuse treatment.

**Proposed Project  
Code Compliance**

City staff from various departments have reviewed the conceptual project and found that it appears to meet City Code requirements. These are preliminary determinations based upon the limited information available at this time. If the rezoning is approved, much more detailed plans will be required and a more detailed examination by staff will occur.

**Compatibility**

This property is bound by residential and office type uses. Compatibility is achieved because of the diverse uses in the area and being located close to downtown.

**Issues for Consideration (LDC 9.15.5)**

- A. Consistency (or lack thereof) with the Prescott General Plan, and other adopted plans.

This request includes a Minor General Plan Amendment to the 2015 General Plan Land Use Map.

- B. Compatibility with the present zoning and conforming uses of nearby property and with the character of the neighborhood.

West Yavapai Guidance Clinic developed the property and has been operating out of this building since 1966.

- C. Suitability of the subject property for uses permitted by the proposed zoning district.

The property has been operating as a mental health and behavioral health treatment facility for the community at this location since it was developed in 1966.

- D. Suitability of the subject property for the uses permitted by the existing district; and

Staff is not aware of any complaints of the use of the property since it was established.

- E. Availability of sewer, water, and stormwater facilities.

There are no proposed changes to the site and all infrastructure is existing.

**Minor General Plan Map Amendment**

The 2015 General Plan designated this area for Med-High Residential Density (8-32 DU/acre). This application requires a Minor General Plan Map amendment to Commercial to allow for the proposed zoning requested and to bring the legal non-conforming uses into compliance with City zoning code and their associated General Plan Land Use Group (LUG) designation.

**FINANCIAL IMPACT**

There is no fiscal impact associated with this item.

**RECOMMENDED ACTION**

- 1) MOVE to recommend approval of GPA25-001; and 2) MOVE to recommend approval of REZ25-001

**ATTACHMENTS**

1. Narrative
2. Rezone Map
3. REZ25-001 and GPA25-001 PZ Presentation

REMARKABLE  
LAND SURVEYING INC.  
PO Box 4075  
Prescott AZ 86302

February 12, 2025

Re: REZONE APPLICATION for WEST YAVAPAI GUIDANCE CLINIC, INC.  
REQUEST ZONING CHANGE FROM MF-M & RO DISTRICTS TO BR

The attached exhibit and boundary description has been prepared for West Yavapai Guidance Clinic, Inc. (dba as Polara Health) for an application to the City of Prescott to rezone their campus located at Hillside Avenue and Dameron Drive. The campus currently consists of six Assessor parcels zoned MF-M identified as:

APN 113-07-089, 113-08-031, 1413-08-032, 113-08-033, 113-08-066, 113-08-067

And includes one parcel zoned RO identified as 113-08-024B.

There are three adjoining residential parcels owned by others located on Ruth Street that are impacted by this request, identified as: APN 113-07-087, 113-07-088 and 113-08-034 (& 034A).

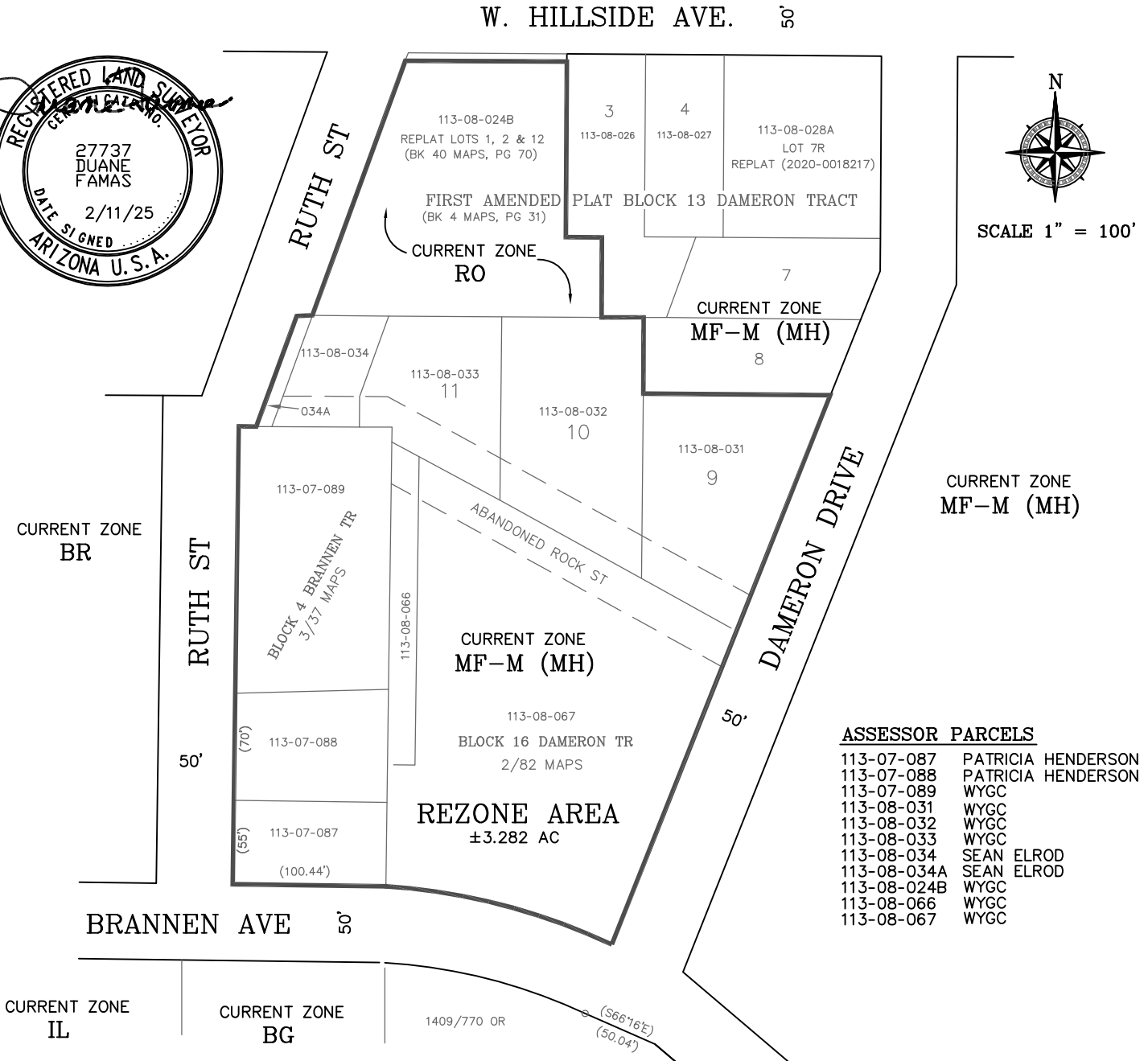
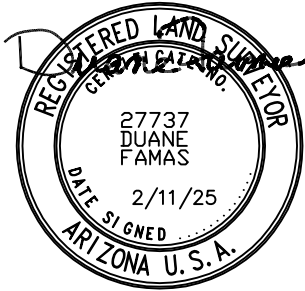
A concurrent application is being made to combine the six WYGC parcels zoned MF-M into one new Lot via a Reversionary Replat (see preliminary plat attached).

Yours truly,

Duane Famas RLS

# ZONING EXHIBIT

LOTS 9, 10, 11, FIRST AMENDED PLAT BLOCK 13 DAMERON TRACT BOOK 4 MAPS, PAGE 31  
 PORTION OF BLOCK 16 DAMERON TRACT BOOK 2 MAPS, PAGE 82  
 BLOCK 4 BRANNEN TRACT BOOK 3 MAPS, PAGE 37  
 REPLAT OF LOTS 1, 2 & 12 OF THE FIRST AMENDED PLAT OF DAMERON TRACT BOOK 40 MAPS, PAGE 70  
 ALL IN SECTION 33, T14N, R2W, G&SRB&M, YAVAPAI COUNTY, ARIZONA



**ASSESSOR PARCELS**

113-07-087	PATRICIA HENDERSON
113-07-088	PATRICIA HENDERSON
113-07-089	WYGC
113-08-031	WYGC
113-08-032	WYGC
113-08-033	WYGC
113-08-034	SEAN ELROD
113-08-034A	SEAN ELROD
113-08-024B	WYGC
113-08-066	WYGC
113-08-067	WYGC

**REMARKABLE LAND SURVEYING, INC.**  
 P.O. BOX 4075 PRESCOTT AZ 86302  
 PHONE (928)-925-0072

DRAWN FOR: WEST YAVAPAI GUIDANCE CLINIC  
 DATE DRAWN: 2/11/25 FILE NO.: 014Y25

REMARKABLE  
LAND SURVEYING INC.  
PO Box 4075  
Prescott AZ 86302

PROPERTY DESCRIPTION  
REZONE BOUNDARY



February 11, 2025

All that portion of BLOCK 16 DAMERON TRACT according to the plat of record found in Book 2 of Maps, Page 82, Yavapai County Records (YCR) , the REPLAT LOTS 1, 2 & 12, OF THE FIRST AMENDED PLAT OF DAMERON TRACT according to the plat of record found in Book 40 of Maps, Page 70, YCR, that portion of LOTS 9, 10 and LOT 11 OF the FIRST AMENDED PLAT OF BLOCK 13 DAMERON TRACT according to the plat of record found in Book 4 of Maps, Page 31, YCR, and BLOCK 4 BRANNEN TRACT according to the plat of record found in Book 3 of Maps, Page 37, YCR, all located in Section 33, T14N, R2W, City of Prescott, Yavapai County, Arizona, described as follows:

BEGINNING at the Northeast corner of above said LOT 9 of the FIRST AMENDED PLAT OF BLOCK 13 DAMERON TRACT a point on the Westerly right-of-way line of Dameron Drive;

Thence Southwesterly along the Westerly right-of-way line Dameron Drive being the Easterly lines of LOT 9 and above said BLOCK 16 DAMERON TRACT to the intersection with the Northerly right-of-way line of Brannen Avenue;

Thence Westerly along the Northerly right-of-way line of Brannen Avenue to the Southeast corner of above said BLOCK 4 BRANNEN TRACT;

Thence Westerly along the Northerly right-of-way line of Brannen Avenue to the Southwest corner of above said BLOCK 4 BRANNEN TRACT being the point of intersection with the Easterly right-of-way line of Ruth Street;

Thence Northerly along the Easterly right-of-way of Ruth Street to the Northwest corner of above said REPLAT OF LOTS 1, 2, & 12, FIRST AMENDED PLAT OF DAMERON TRACT being a point on the Southerly right-of-way line of Hillside Avenue;

Thence Easterly along the Southerly right-of-way of Hillside Avenue to the Northeasterly corner of REPLAT OF LOTS 1, 2, & 12, FIRST AMENDED PLAT OF DAMERON TRACT;

*Continued...*

## PROPERTY DESCRIPTION

### REZONE BOUNDARY

February 11, 2025

Thence Southerly along the Easterly line of REPLAT OF LOTS 1, 2, & 12, FIRST AMENDED PLAT OF DAMERON TRACT to the Southeast corner thereof, being a point on the Northerly line of above said LOT 10, FIRST AMENDED PLAT OF BLOCK 13 DAMERON TRACT,

Thence Easterly along the Northerly line of LOT 10 to the Northeast corner thereof;

Thence Southerly along the Easterly line of LOT 10 to the Southeast corner thereof, also being the Northwest corner of above said LOT 9;

Thence Easterly along the Northerly line of LOT 9 to THE POINT OF BEGINNING.



# REZ25-001 and GPA25-001 Rezoning and Minor General Plan Map Amendment

TAMMY DEWITT

September 25, 2025  
Planning and Zoning Commission



# Request



- Rezoning area is 3.282 acres and consists of 11 parcels.
- Current Zoning is MF-M (MH) (Multi-Family-High Density with Manufacture Home Overlay) and R0 (Residential Office)
- Proposed Zoning is BR (Business Regional)

# Background



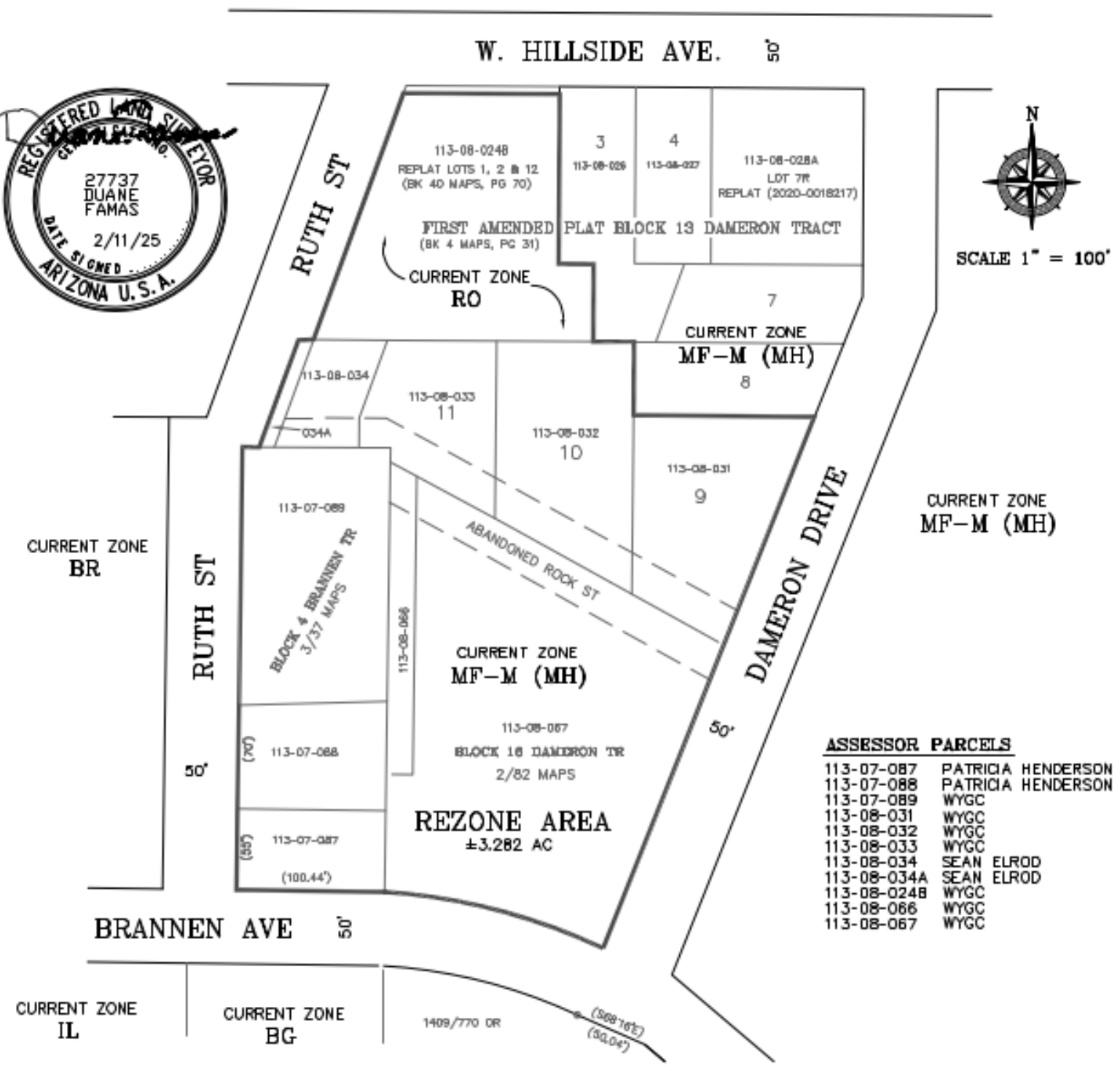
Majority of property has been used by West Yavapai Guidance Clinic as a mental health and behavioral health treatment facility since 1966 and the other parcels are single-family residential use with no plans for a new use.

# ZONING EXHIBIT

LOTS 9, 10, 11, FIRST AMENDED PLAT BLOCK 13 DAMERON TRACT BOOK 4 MAPS, PAGE 31  
 PORTION OF BLOCK 16 DAMERON TRACT BOOK 2 MAPS, PAGE 82  
 BLOCK 4 BRANNEN TRACT BOOK 3 MAPS, PAGE 37  
 REPLAT OF LOTS 1, 2 & 12 OF THE FIRST AMENDED PLAT OF DAMERON TRACT BOOK 40 MAPS, PAGE 70  
 ALL IN SECTION 33, T14N, R2W, G&SRB&M, YAVAPAI COUNTY, ARIZONA



SCALE 1" = 100'

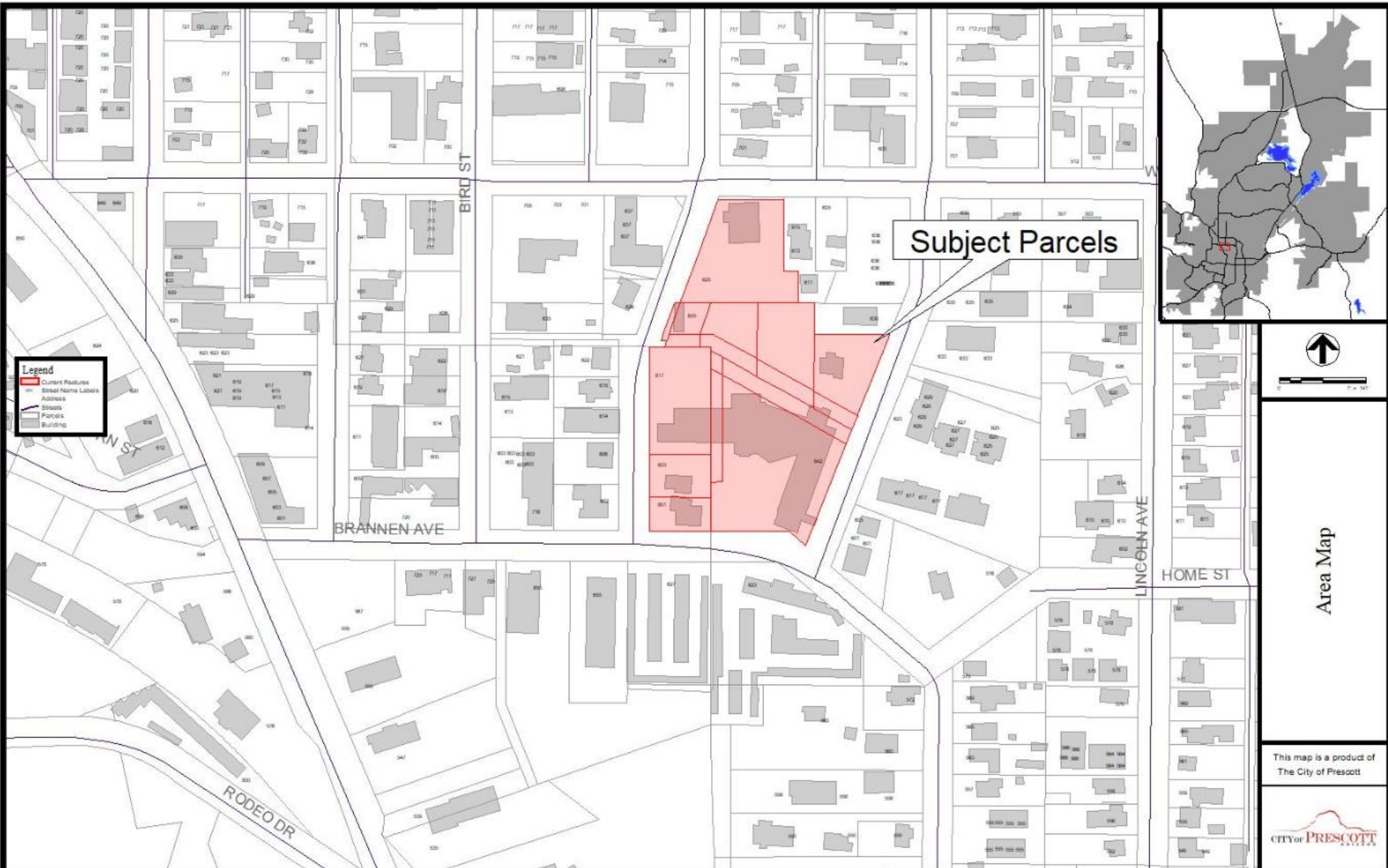


**ASSESSOR PARCELS**

113-07-087	PATRICIA HENDERSON
113-07-088	PATRICIA HENDERSON
113-07-089	WYGC
113-08-031	WYGC
113-08-032	WYGC
113-08-033	WYGC
113-08-034	SEAN ELROD
113-08-034A	SEAN ELROD
113-08-024B	WYGC
113-08-066	WYGC
113-08-067	WYGC

**REMARKABLE LAND SURVEYING, INC.**  
 P.O. BOX 4075 PRESCOTT AZ 86302  
 PHONE (928)-925-0072

DRAWN FOR: WEST YAVAPAI GUIDANCE CLINIC  
 DATE DRAWN: 2/11/25 FILE NO.: 014Y25



**Legend**

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

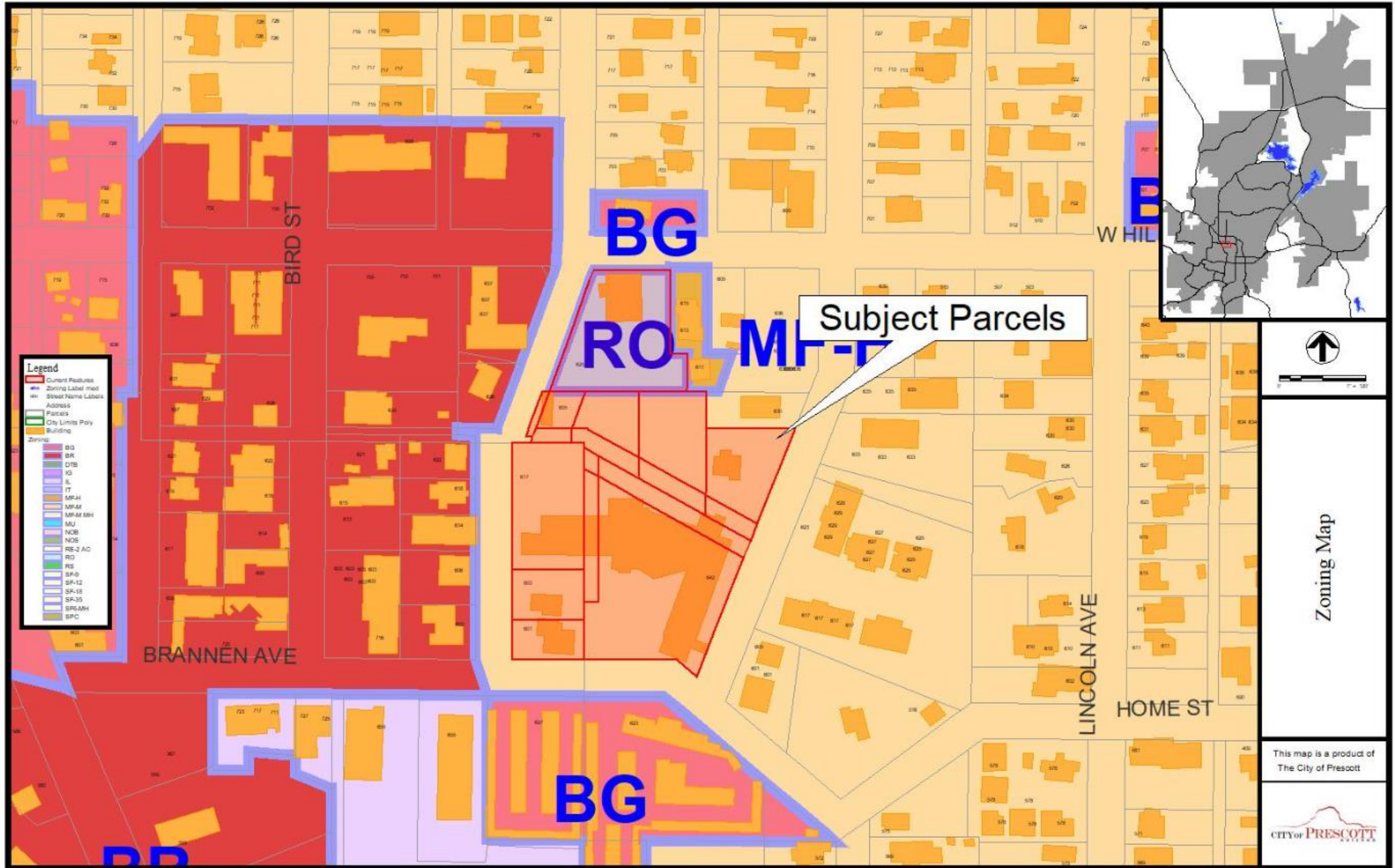
Subject Parcels

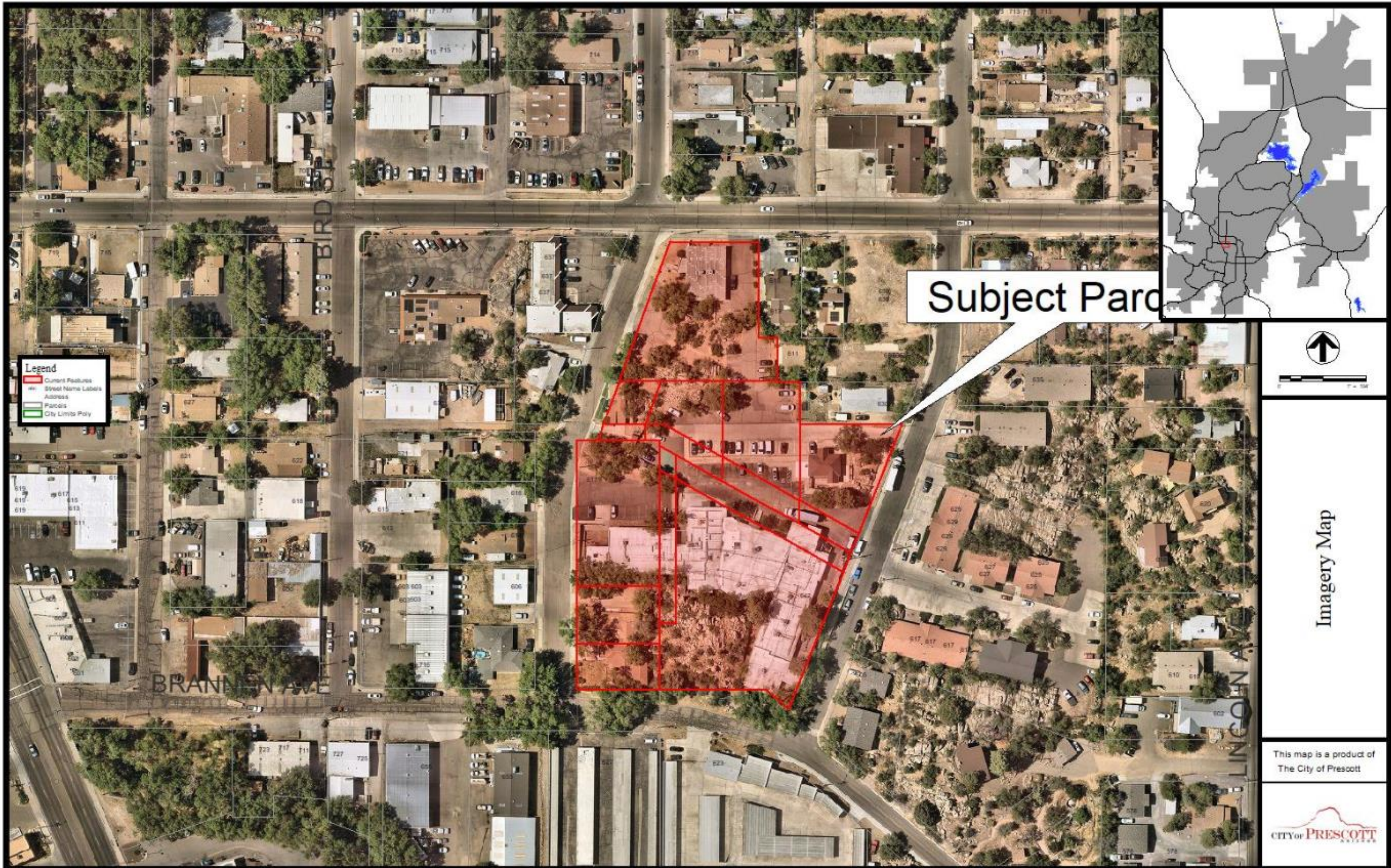


Area Map

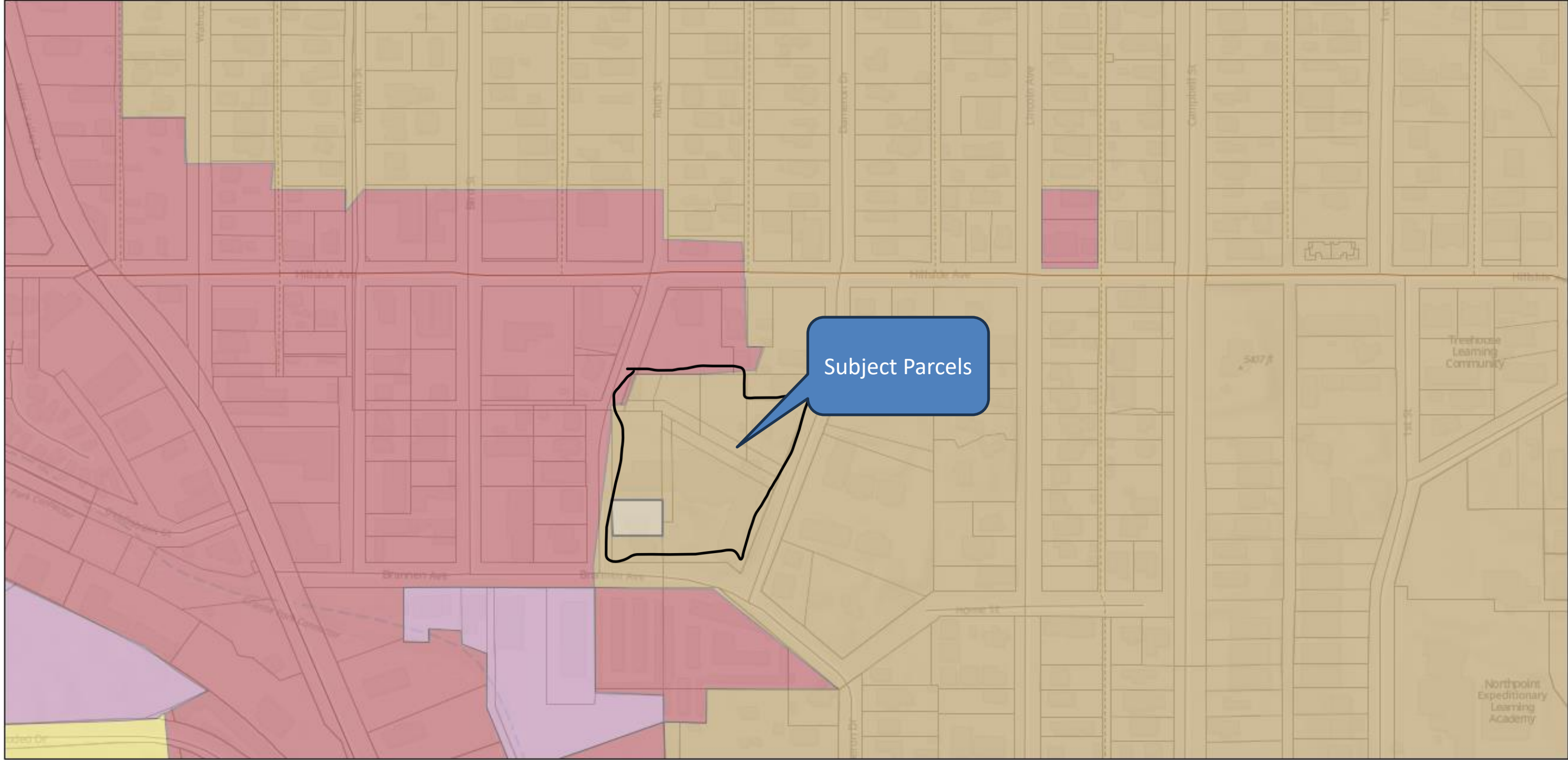
This map is a product of  
The City of Prescott







# 2015 General Plan Land Use Map



9/12/2025

**Landuse General Plan**

- Commercial
- Industrial
- Low-Medium Density Res. (1-7 DU/Acre)
- Med-High Density Res. (8-32 DU/Acre)

**Streets**

- Minor Arterial
- Major Collector
- Local Street
- Alley

- Parcels
- City Limits
- World\_Hillshade

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user

# Single-Family Residential Lots



# Existing West Yavapai Guidance Clinic Buildings

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## CODE COMPLIANCE

City staff from various departments have reviewed the conceptual project and found that it appears to meet City Code requirements.



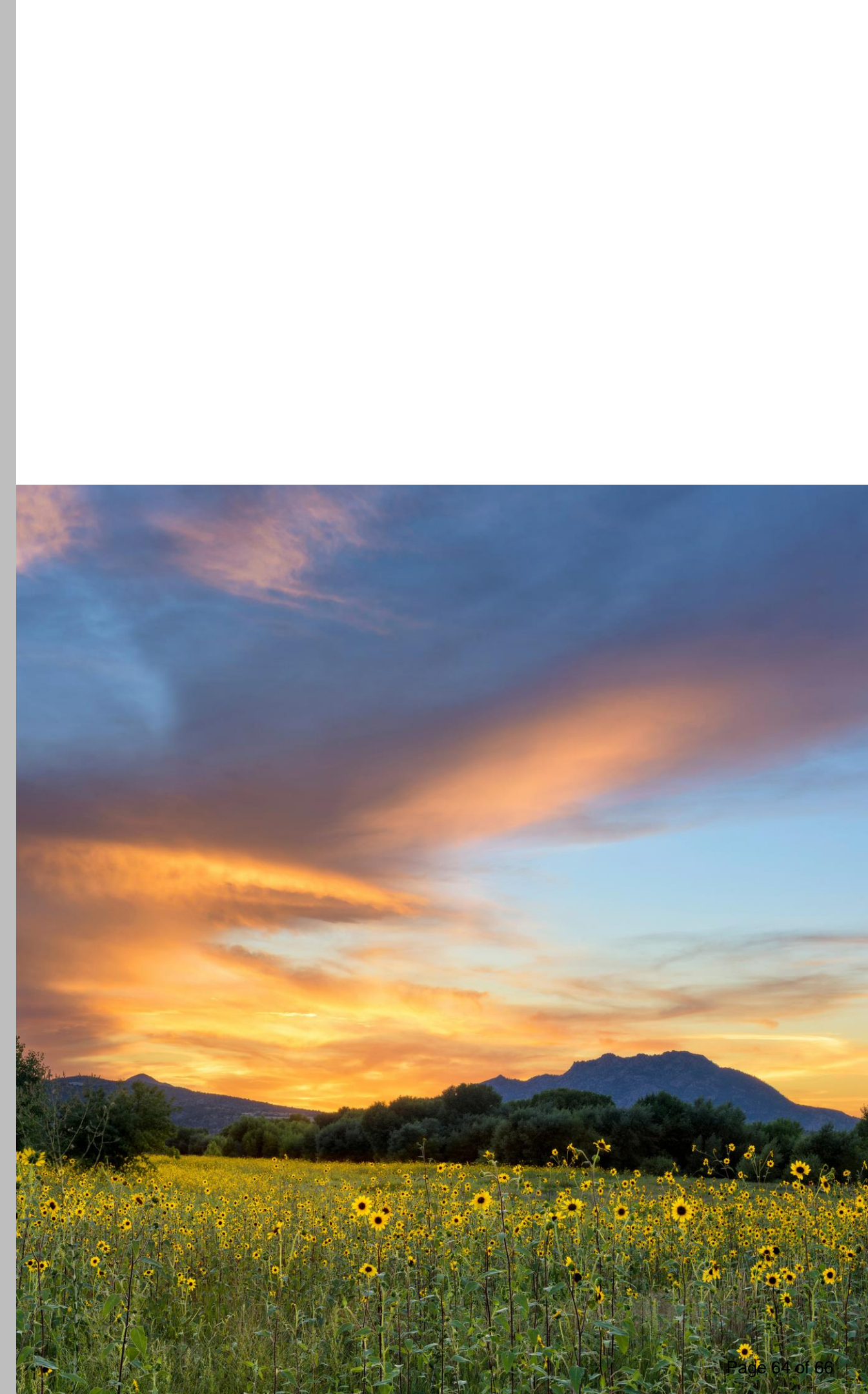
## **Issues for Consideration (LDC 9.15.5)**

- A. Consistency (or lack thereof) with the Prescott General Plan, and other adopted plans.**
- B. Compatibility with the present zoning and conforming uses of nearby property and with the character of the neighborhood.**
- C. Suitability of the subject property for uses permitted by the proposed zoning district.**
- D. Suitability of the subject property for the uses permitted by the existing district; and**
- E. Availability of sewer, water, and stormwater facilities.**



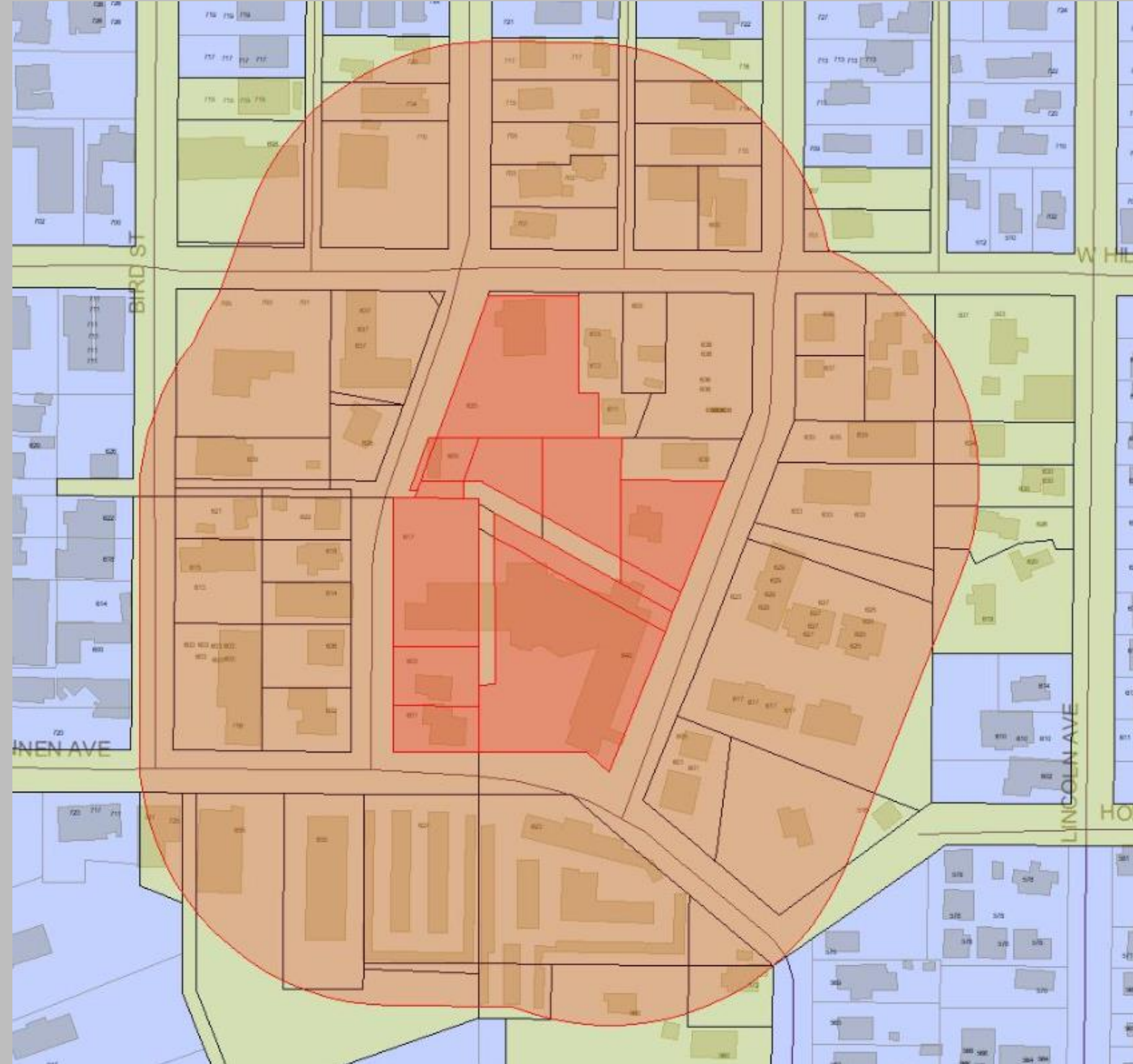
# Minor General Plan Map Amendment

The 2015 General Plan designated this area for Med-High Residential Density (8-32 DU/acre.). This application requires a Minor General Plan Map amendment to Commercial to allow for the proposed zoning requested and to bring the legal non-conforming uses into compliance with City zoning code and their associated General Plan Land Use Group (LUG) designation.



## Neighborhood Outreach

Staff sent mailings to the owners of record within 300' of the property, posted the property, and published a notice in the local paper pursuant to statutory requirements. Staff has not received any public comments regarding this request.



# Recommended Action

1. MOVE to recommend approval of GPA25-001;
2. MOVE to recommend approval of REZ25-001.

