

City of Prescott

Planning & Zoning Commission



December 11, 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 **December 11, 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 November 13, 2025 Planning & Zoning Commission Meeting Minutes.
Recommended Action: MOVE to approve the minutes as presented
 - B. **CSP25-002:** Proposed Comprehensive Sign Plan for Embry-Riddle Aeronautical University (ERAU) to Upgrade Two (2) Existing Monument Signs & Add One (1) New Monument Sign Along Willow Creek Road. Location: 3700 Willow Creek Rd. Property Owner/Applicant: ERAU.
Recommended Action: MOVE to recommend to approve or deny CSP25-002
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 12/4/25 at 11:00 a.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 11 Planning & Zoning Commission
DATE: December 11, 2025
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of the November 13, 2025 Planning & Zoning Commission Meeting Minutes.

ITEM SUMMARY

This item is for approval of the November 13, 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. November 13, 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
James Kleczewski, Member
James Whiting, Member

3. DISCUSSION & ACTION ITEMS

A. Approval of the September 25, 2025 Planning and Zoning Commission Meeting Minutes.

MOTION BY COMMISSIONER REILLY TO APPROVE THE SEPTEMBER 25, 2025 MEETING MINUTES; SECONDED BY COMMISSIONER KLECZEWSKI; PASSED (7-0).

B. **LDC25-001:** Revisions to the City of Prescott Land Development Code Consistent with A.R.S. §9-500.49.

Alex Bramlette Planning Manager gave a presentation to the commission regarding adopted revisions to Arizona Revised Statute (A.R.S) §9-500.49. She stated that HB2447 made changes to language of Section A changing “may” to “shall” and its impacts on the City of Prescott’s Land Development Code (LDC). This change will authorize the following:

- 1) Administrative approval of site plans, development plans, land divisions, lot line adjustments, preliminary plats, final plats, and plat amendments without a public hearing.
- 2) Authorize administrative personnel to review and approve design review plans based on objective standards without a public hearing.

Ms. Bramlette provided a list of the LDC sections that are impacted by this change. The sections impacted include LDC Section 7, Section 8, Section 9 and Section 11. She informed the commission that preliminary plats, final plats, site plan review, and waivers of standards for subdivision and land split standards will no longer require Planning & Zoning Commission and City Council approval.

Additionally, Planned Area of Developments (PAD) will still require a public hearing and both Planning & Zoning Commission and City Council approval.

Commissioner Hutchison asked why state legislation made this change.

Ms. Bramlette said she was unsure.

Commissioner Hutchison said it feels like this eliminates public input.

Vice Chair Reilly asked how historic preservation is involved.

Ms. Bramlette clarified that HB2447 excludes the historic preservation.

Commissioner Davis asked if master plans are pre-approved by the Planning & Zoning Commission or if they are an accessory to the application.

Ms. Bramlette said the master plan is largely associated with the PAD and will still go through Planning & Zoning Commission and City Council. Once a PAD is approved any plats in substantial conformance with the master plan will go through the administrative approval process.

Ms. Bramlette continued her presentation and stated that House Bill 2928 was established and historic design review regarding historic preservation is exempt from changes. She added that Special Use Permits (SUP) in the downtown business district (DTB) will be impacted. SUP's located in the DTB have design review with non-objective standards and changes are being proposed to ensure the SUP compatibility review is more objective and will be reviewed during the building permit stage.

Vice Chair Reilly asked if the SUP for 130 N. Cortez St. would be reviewed by staff instead of the Planning & Zoning Commission.

Ms. Bramlette clarified the design review would still go through historic preservation; however, the SUP would not occur with the proposed changes.

Vice Chair Reilly asked if the historic preservation commission is still considered a public hearing.

Ms. Bramlette confirmed and reiterated that HB2928 exempts historic preservation from administrative approval of design.

Vice Chair Reilly asked what the steps entail when the historic preservation does not recommend approval of a project.

Mr. Podracky stated that the existing appeal process associated with historic preservation projects will stay in place and require City Council approval.

Ms. Bramlette provided an example of the special use permit process.

Vice Chair Reilly said if the historic preservation says no to the design criteria the only process the applicant has is the appeal process to City Council.

Ms. Bramlette confirmed.

Vice Chair Reilly asked what if City Council does not approve the appeal.

Ms. Bramlette clarified that this is to approve an ordinance that will change the text in the LDC. If the ordinance is not approved the LDC text does not change but the city will still need to comply with the State Statute.

Mr. Podracky said the city would be in non-compliance and his recommendation would be to comply.

Commissioner Hutchison asked if this would increase efficiency for community development.

Ms. Bramlette said staff already reviews projects and process will stay relatively the same.

Chair Michelman stated the public will not have the opportunity to provide input.

Commissioner Kleczewski asked if there were any changes that could be made in the LDC to give the commission more power regarding Section D.

Ms. Bramlette said it only applies to the Prescott Preservation Commission.

Commissioner Davis asked if there would be any violations if the community development director wanted a public hearing to occur.

Joseph Young City Attorney stated that it would be a violation of state law. He added that the normal process will still occur with large projects and that the legislator's intent is to reduce public input.

Commissioner Hutchison asked for clarification of the intent of the proposed changes.

Mr. Young said the intent is to increase the availability of housing.

Mayor Pro-Tem Cantelme encouraged the commissioners to write letters to state legislators to have the proposed changes overturned or modified.

Commissioner Reilly stated that he is not sure that the changes are a bad thing.

MOTION BY COMMISSIONER REILLY TO RECOMMEND APPROVAL OF REVISIONS TO THE CITY'S LAND DEVELOPMENT CODE CONSISTENT WITH ARS §9-500.49 AS SHOWN IN EXHIBIT A; SECONDED BY COMMISSIONER WHITING (PASSED 6-1) COMMISSIONER HUTCHISON DISSENTING.

4. STAFF UPDATES

No Staff Updates.

5. ADJOURNMENT

There being no further business to discuss, Chairman Michelman adjourned the meeting at 9:35 a.m.

DON MICHELMAN, Chairman

ATTEST:

JACOB LUND, Recording Secretary



TO: MAYOR AND CITY COUNCIL
AGENDA: December 11 Planning & Zoning Commission
DATE: December 11, 2025
DEPT: Community Development
ITEM #: 3.B
SUBJECT: **CSP25-002:** Proposed Comprehensive Sign Plan for Embry-Riddle Aeronautical University (ERAU) to Upgrade Two (2) Existing Monument Signs & Add One (1) New Monument Sign Along Willow Creek Road. Location: 3700 Willow Creek Rd. Property Owner/Applicant: ERAU.

ITEM SUMMARY

This item is a request for a Comprehensive Sign Plan for ERAU to upgrade 2 existing monument signs and to add 1 new monument sign along Willow Creek Road.

Per Section 6.12.5.A.1 of the Land Development Code (LDC) for freestanding signs, they would be allowed 1 freestanding sign that is 48 square feet and a maximum of 12' in height. LDC Section 6.12.8 for Changeable Copy Signs, they can be up to 50 square feet and shall encompass no more than 50% of the allowable freestanding sign area.

BACKGROUND

The proposed monument signs will be located at the 3 entrances into the campus.

At the main entrance on Dan Carrell Drive, an updated digital monument sign is being proposed for 25' in height. The changeable copy (digital sign) area is proposed at 127.5 square feet.

At the entrances located at Rummel Road and Haas Blvd., the proposed monument signs are approximately 48.21 square feet and 5' in height.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to recommend to approve or deny CSP25-002

ATTACHMENTS

1. Comprehensive Sign Plan
2. CSP25-002 Embry-Riddle Presentation

CSP25-002 Comprehensive Sign Plan for Embury- Riddle

November 13, 2025

Planning & Zoning Commission

Tammy DeWitt





LEGEND	
1	PRIMARY CAMPUS ELECTRONIC ID SIGN
2	PRIMARY CAMPUS ID SIGN A



Dan Carrell Drive Entrance



Haas Blvd. Entrance; existing signage in center island will be removed.



Rummel Road Entrance; new sign at this entrance

OVERVIEW

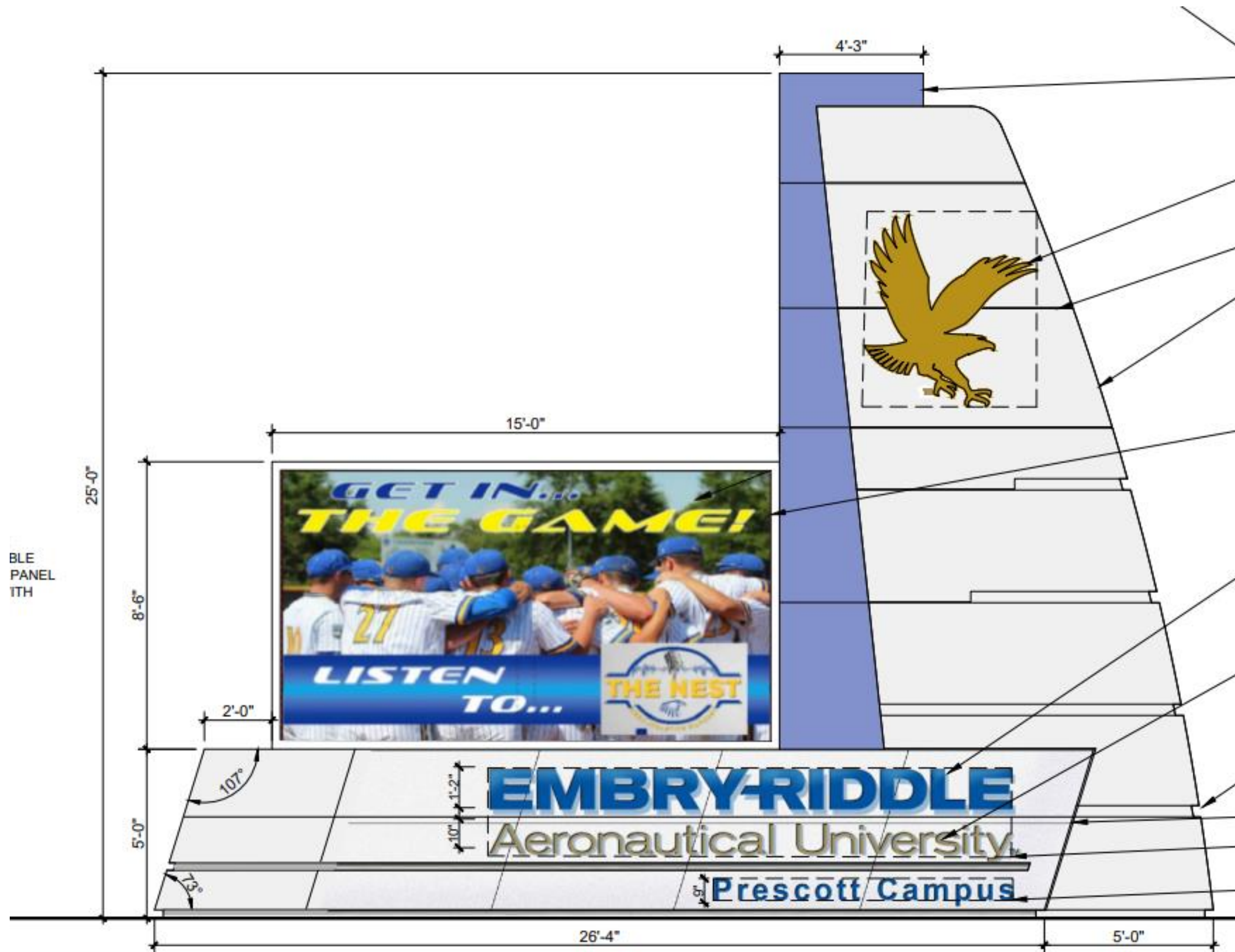
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At the entrances located at Rummel Road and Haas Blvd., the proposed monument signs are approximately 48.21 square feet and 5' in height.



DAN CARRELL DR. - PRIMARY CAMPUS ELECTRONIC ID SIGN



BLE
PANEL
HTH

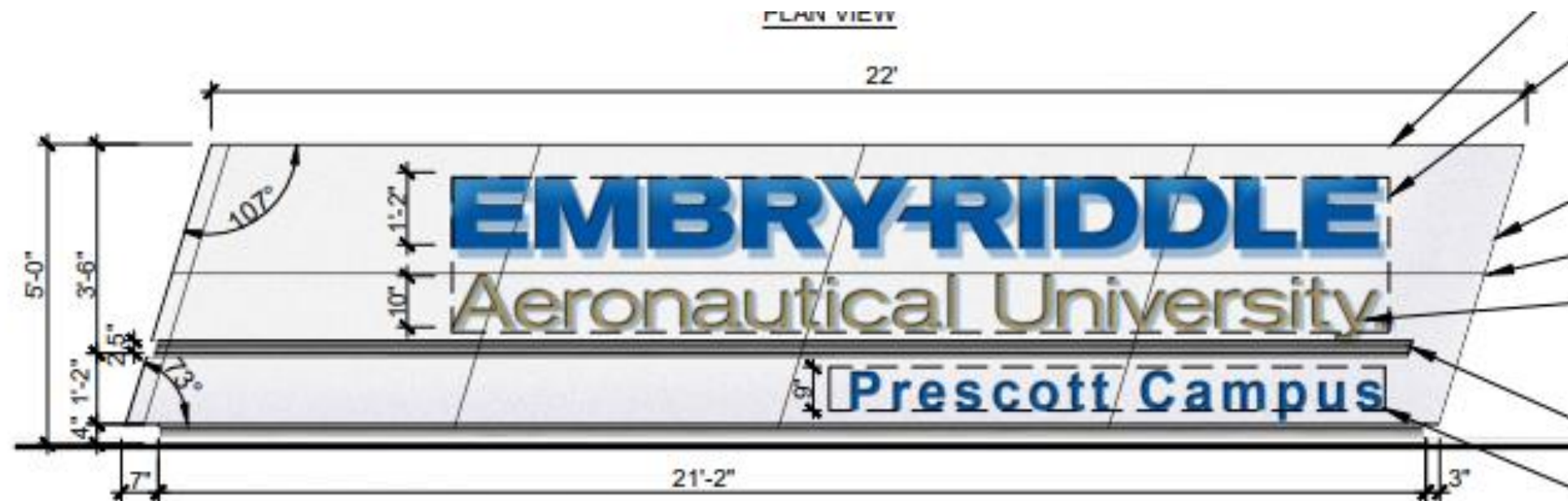
SIDE VIEW



HASS BLVD. - PRIMARY CAMPUS ID SIGN A



RUMMEL RD. - PRIMARY CAMPUS ID SIGN A



RECOMMENDED ACTION

MOVE to approve or deny CSP25-002.