

City of Prescott

Planning & Zoning Commission



January 8, 2026 | 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 **January 8, 2026**. 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 December 11, 2025 Planning & Zoning Commission Meeting Minutes.

Recommended Action: MOVE to approve the minutes as presented

B. **LDC25-002:** Amendment to the City of Prescott Land Development Code Article 4 Section 4.9.4.B to Update the Parking Requirements Within the Downtown Business (DTB) Zoning District. Applicant: City of Prescott - Planning & Zoning Division.

Recommended Action: MOVE to approve/deny LDC25-002

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 12/30/25 at 9:30 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Thornhill

Sarah M. Thornhill, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: January 8 Planning and Zoning Commission Meeting
DATE: January 8, 2026
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of the December 11, 2025 Planning & Zoning Commission Meeting Minutes.

ITEM SUMMARY

This item is for approval of the December 11, 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. December 11, 2025 Planning & Zoning Meeting 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 (excused)
Susan Graham, Member
Thomas Hutchison, Member
James Kleczewski, Member (excused)
James Whiting, Member

3. DISCUSSION & ACTION ITEMS

A. Approval of the November 13, 2025 Planning and Zoning Commission Meeting Minutes.

MOTION BY COMMISSIONER REILLY TO APPROVE THE NOVEMBER 13, 2025 MEETING MINUTES; SECONDED BY COMMISSIONER GRAHAM; PASSED (5-0).

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.

Tammy DeWitt presented the proposed sign plan changes, including graphics showing monument sign sizes and locations at three campus entrances. Ms. DeWitt noted the concerns of Commissioner Kleczewski submitted via email regarding concerns that the new digital sign might distract drivers. She noted that the sign is larger and easier to read from a distance, reducing its potential to distract drivers. She also noted that off-site advertising is prohibited per the City's Land Development Code.

Commissioner Hutchison asked what the approved sign height was for the Hyundai dealership on the other side of Pioneer Parkway. Ms. DeWitt said it was 25 feet.

Commissioner Michelman asked what the zoning is across the highway from the signs. Ms. DeWitt replied that it is the Whispering Rock commercial development.

Commissioner Michelman asked if the existing signs along Whispering Rock would be taken down. Ms. DeWitt confirmed.

Commissioner Michelman asked if the six-second rule for electronic sign displays would apply. Ms. DeWitt confirmed.

MOTION BY COMMISSIONER REILLY TO RECOMMEND APPROVAL OF CSP25-002; SECONDED BY COMMISSIONER HUTCHISON (PASSED 5-0).

4. STAFF UPDATES

No Staff Updates.

5. ADJOURNMENT

There being no further business to discuss, Chairman Michelman adjourned the meeting at 9:08 a.m.

DON MICHELMAN, Chairman

ATTEST:

JACOB LUND, Recording Secretary



TO: MAYOR AND CITY COUNCIL
AGENDA: January 8 Planning and Zoning Commission Meeting
DATE: January 8, 2026
DEPT: Community Development
ITEM #: 3.B
SUBJECT: **LDC25-002:** Amendment to the City of Prescott Land Development Code Article 4 Section 4.9.4.B to Update the Parking Requirements Within the Downtown Business (DTB) Zoning District. Applicant: City of Prescott - Planning & Zoning Division.

ITEM SUMMARY

This item is a proposed amendment to the text of the City's Land Development Code (LDC) to require parking for new uses that are for overnight occupancy; such as apartments or hotels. The current language of the LDC does not require additional parking on-site for hospitality uses (hotels), but does for residential uses, such as apartments.

BACKGROUND

Parking requirements in the DTB (Downtown Business) district have been discussed throughout 2025 regarding redevelopment projects coming before the City Council. Under the current code for the DTB zoning district, retail stores, restaurants and other hospitality-related uses shall not be required to provide off-street parking. This was put into the code due to the construction of the parking garage to provide the additional parking required to help maintain the historic buildings downtown. Permitted uses within buildings constructed prior to 1968 are still exempt from having to provide parking spaces.

Proposed Changes to LDC Language

LDC 4.9.4/ Districts Standards, Guidelines, and Procedures B. Compatibility Review Guidelines

Remove Commentary Box

Commentary:

It is the intent of this section to provide for the future "waiver" of parking requirements for those uses that contribute to the tourism and hospitality nature of downtown Prescott. This waiver will apply after development of the required garage. Until that time, full compliance with the City parking standards will be required for all uses.

C. Parking and Loading

1. Off-street parking and loading shall be provided for all uses in accordance with the provisions of Sec. [6.2](#), Off-street Parking and Loading, and particularly Sec. 6.2.2C, Change of Use. Where surface parking lots are developed, such parking areas shall be screened in all cases from street

view in accordance with the applicable requirements of Sec. [6.5.6](#), Parking Area Landscaping.

2. Notwithstanding the off-street parking requirements of Sec. [6.2](#), Off-street Parking, off-street parking within the DTB shall not be required for permitted uses within buildings constructed prior to 1968. For uses in buildings constructed from 1968 to the present, retail stores, restaurants and ~~other hospitality-related uses in the Retail~~, Service and Business Categories as defined by Sec. 11.1.5E.3.a. and Sec. 11.1.5E.3.c shall not be required to provide off-street parking. **Notwithstanding the foregoing, all uses which require overnight parking, including hotel, resort, and similar uses, shall comply with the City's parking requirements as described in Sec. 6.2, Off-street Parking.** It shall be the applicant's responsibility to provide sufficient documentation as to the construction date of the building.

3. Fees In Lieu of Parking. Within the DTB, off-street parking requirements for uses not exempted by paragraph 2, above, may be satisfied by payment of an in-lieu parking fee, in an amount and manner established by the City Council by resolution. Such payment shall be made prior to the issuance of a Certificate of Occupancy. In-lieu fees in the DTB shall be governed by the following:

- a. The in-lieu fee may not be used for more than 20 required parking spaces for any use.
- b. The in-lieu fee may be used at the time of a change of use on a site resulting in additional required parking which cannot physically be accommodated onsite, subject to other provisions of this section (Specifically Section 4.9.4.C.2).
- c. The in-lieu fee may be used at the time of a change to structures on a site which results in a reduction of the number of existing physical parking spaces on the site and/or an addition to the floor area of the building, subject to other provisions of this Section (Specifically Section 4.9.4.C.2).
- d. The in-lieu fee option may be requested by a tenant with the property owner's written consent. The in-lieu fee agreement shall be in a form approved by the City Attorney and will establish the number of parking spaces and the total amount of the in-lieu fees under the agreement. Such agreement shall run with the use, provided however, that it may be terminated, modified or replaced to comply with the provisions of paragraphs a. through c. above, subject to other provisions of this Section (specifically Section 4.9.4.C.2).

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve/deny LDC25-002

ATTACHMENTS

1. LDC25-002 Planning and Zoning Presentation



LDC25-002 Land Development Code Amendments

Tammy DeWitt
Planner

January 8th, 2026
Planning and Zoning Commission



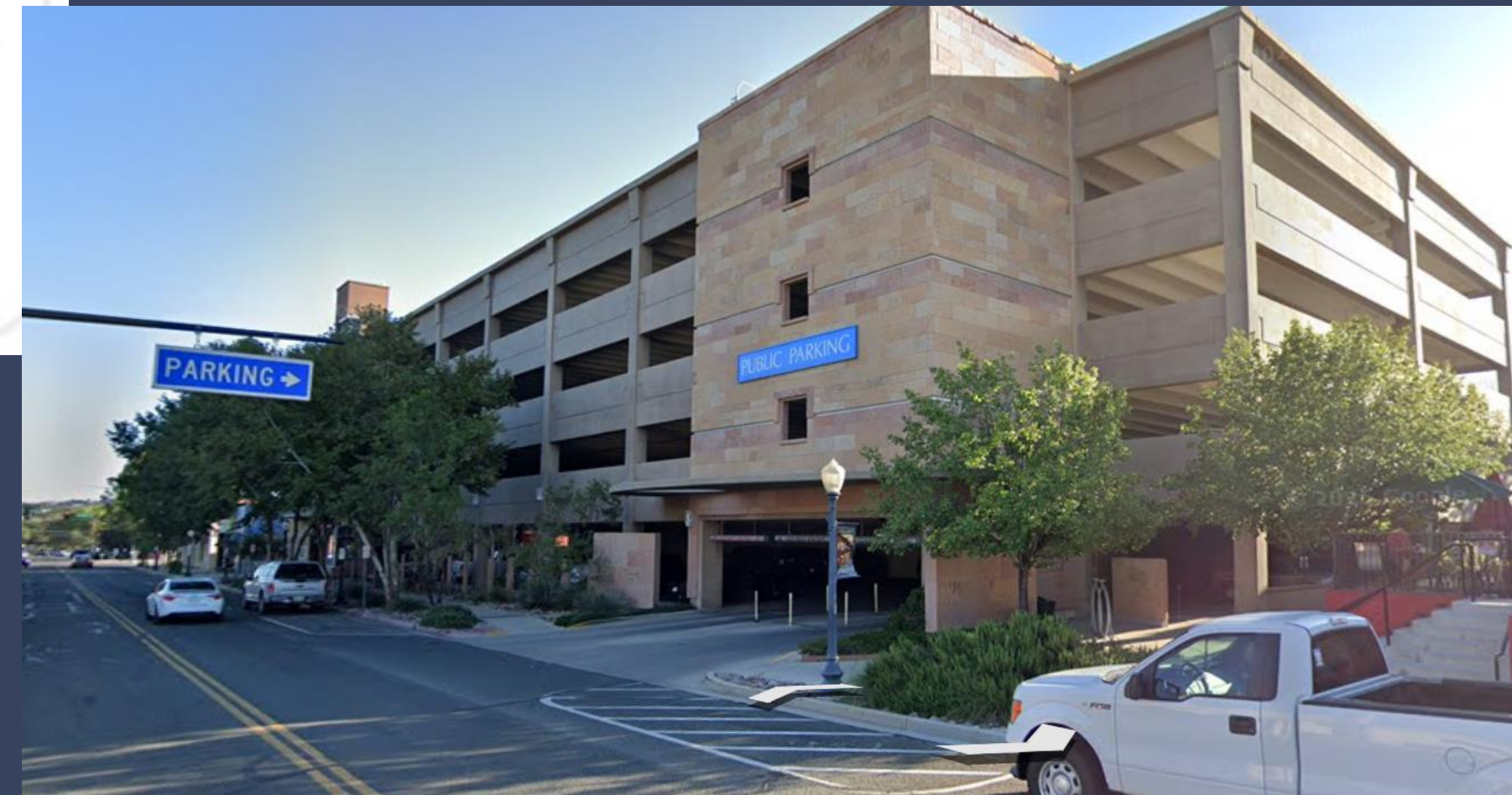
Section 4.9.4.B Downtown Business (DTB)

B. Compatibility Review Guidelines

Commentary:

It is the intent of this section to provide for the future “waiver” of parking requirements for those uses that contribute to the tourism and hospitality nature of downtown Prescott. This waiver will apply after development of the required garage. Until that time, full compliance with the City parking standards will be required for all uses.

Remove Commentary note



Section 4.9.4.C.2

2. Notwithstanding the off-street parking requirements of Sec. 6.2, Off-street Parking, off-street parking within the DTB shall not be required for permitted uses within buildings constructed prior to 1968. For uses in buildings constructed from 1968 to the present, retail stores, restaurants and ~~other hospitality-related uses in the~~ Retail, Service and Business Categories as defined by Sec. 11.1.5E.3.a. and Sec. 11.1.5E.3.c shall not be required to provide off-street parking. *Notwithstanding the foregoing, all uses which require overnight parking, including hotel, resort, and similar uses, shall comply with the City's parking requirements as described in Sec. 6.2, Off-street Parking.* It shall be the applicant's responsibility to provide sufficient documentation as to the construction date of the building.

Recommended Action



MOVE to approve/deny LDC25-002,
parking in the DTB Zoning District with or
without changes.

