



City of Prescott  
**Planning & Zoning Commission**

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December 11, 2025 | 9:00 AM  
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.

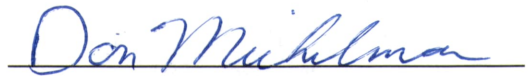
**MOTION BY COMMISSIONER REILLY TO RECOMMEND APPROVAL OF CSP25-002; SECONDED BY COMMISSIONER HUTCHISON (PASSED 5-0).**

**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