



City of Prescott
Planning & Zoning Commission

January 8, 2026 | 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 9:04 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

3. DISCUSSION & ACTION ITEMS

A. Approval of the December 11, 2025 Planning and Zoning Commission Meeting Minutes.

MOTION BY COMMISSIONER REILLY TO APPROVE THE DECEMBER 11, 2025 MEETING MINUTES; SECONDED BY COMMISSIONER GRAHAM; PASSED (4-0-2). COMMISSIONERS KLECZEWSKI AND DAVIS ABSTAINING.

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 and Zoning Division.

Planner Tammy DeWitt presented on the proposed amendment to the City Land Development Code regarding parking requirements in the Downtown Business District. Ms. DeWitt described a parking waiver affecting the DTB zoning district intended to preserve historic buildings, which took effect when the parking garage building was completed. Ms. DeWitt said that this waiver made pre-1968 buildings in the district exempt from parking requirements. Ms. DeWitt distinguished the DTB zoning district from the Entertainment District, an overlay district which pertains only to liquor licenses and not to development criteria.

The proposed changes to the zoning code include the removal of the phrase “other hospitality related uses in the Retail” and the addition of a phrase requiring adherence to City parking requirements for non-exempt overnight parking uses, such as apartments, for buildings constructed after 1968.

Commissioner Reilly asked if projects currently in progress would be affected by the legislation change.

Ms. DeWitt said that projects already in progress would not be affected.

Ms. Moore confirmed.

Commissioner Reilly asked why 1968 was used as the cutoff for the parking waiver.

Ms. DeWitt said that she does not know exactly but that the date was carried over from previous code versions.

Commissioner Reilly asked to clarify that the rationale for the waiver is not codified by ordinance but is merely commentary.

Ms. DeWitt said that the commentary was included in the zoning code, conditional upon the completion of the parking garage.

Commissioner Reilly clarified that the parking waiver does not apply to non-exempt uses in buildings constructed after 1968, necessitating the creation of additional parking in those cases and partially undermining the stated purpose of the parking garage as protecting historic buildings from being torn down to make room for parking.

Ms. DeWitt confirmed this possibility.

Commissioner Reilly said he thought that the proposed code changes would fail to adequately protect historic buildings in the DTB zoning district and asked if the code could be further refined to include more protection for historic buildings.

Ms. Bramlette said the Planning Division is planning a comprehensive update to the Land Development Code within the next two years, and that the current proposed code update is to serve as an interim solution to the influx of hotels in the DTB district. Ms. Bramlette also noted that the local preservation district of the Courthouse Plaza includes other protections for buildings in the area.

Chair Michelman clarified that the protections come through the Prescott Preservation Commission and not through the Land Development Code.

Ms. Bramlette said that for non-exempt uses in buildings following 1968 construction dates the local Preservation District is a primary means of protecting historic buildings.

Commissioner Reilly said he thought that the proposed interim changes would allow problems for small period of time and proposed enacting a more permanent solution through the current proposed changes.

Commissioner Kleczewski asked if language could be added to prohibit the destruction of buildings constructed prior to 1968 for parking.

Ms. DeWitt said that this could be considered a taking and a violation of state law, going against private property rights.

Commissioner Davis expressed concern about the unintended consequences down the road as businesses try to find parking.

Commissioner Graham asked if the existing garage could be expanded or if a new garage could be constructed, with parking fees financing its construction.

Ms. DeWitt acknowledged this possibility.

Commissioner Reilly asked if off-site parking could be a possible solution.

Ms. DeWitt confirmed that there are allowances for off-site parking.

Commissioner Whiting asked what determines which current projects in progress would not be affected.

Ms. DeWitt said that the City Hall has reached the permitting phase, the Whiskey Row Hotel has been approved, and the Cortez property awaiting SUP approval was constructed prior to 1968, leaving all these projects unaffected by the change in parking requirements.

Commissioner Whiting expressed concern that off site parking could be quite far from a business' actual location, per the note on the map he was provided.

Ms. DeWitt said that the map reflects the boundaries of the Entertainment District, not the Downtown Business District.

Mr. Lund said the map was distributed by Mayor Rusing.

Chair Michelman asked why the code changes are limited to new buildings, leaving a potential loophole for avoiding parking requirements.

Ms. DeWitt said she believed the 1968 date came from what was considered historic at the time of creation of the Historic Preservation Master Plan. Ms. DeWitt said that the design of older buildings left little room for parking, and that newer building requirements have their own set of issues with parking.

Commissioner Whiting asked how much change has to happen to a building before the 1968 exemption is no longer valid.

Ms. DeWitt said the exemption holds as long as the façade is not altered.

Commissioner Graham proposed the expansion of garage parking financed through fees required by projects developed in any buildings requiring overnight parking.

Ms. DeWitt said the commission can defer the action to deliberate on this option with legal.

Commissioner Reilly said he was concerned about fairness and the appearance of a taking in requiring newer buildings to provide parking while exempting older ones.

Ms. DeWitt said the only businesses being affected are new hotels.

Ms. DeWitt said that other historic districts face similar issues and that the common solution is the construction of parking garages.

Commissioner Davis asked what the in lieu fee provision is for parking.

Ms. DeWitt said the last fee she was told was ten thousand dollars per space.

Commissioner Davis asked if that fee would cover the construction of a parking garage or if it would merely cover a parking space.

Mayor Rusing, speaking as a private citizen, said the Rusing family has a property in the Entertainment District, which she said was formed to relax parking restrictions to allow property owners a wider variety of uses for their property and to encourage more pedestrian traffic. Ms. Rusing said the waiver was a success regarding daytime uses but that overnight parking is still an issue, along with daytime parking. Ms. Rusing said she is in favor of deleting the 1968

year and requiring all businesses to comply with parking requirements. Ms. Rusing urged research into the intent of the Entertainment District, which she claimed was not confined to the provision of liquor licenses.

MOTION BY COMMISSIONER REILLY TO TABLE LDC 25-002 TO ADDRESS SOME OF THE CONCERNS TALKED ABOUT. SECONDED BY COMMISSIONER DAVIS (PASSED 6-0).

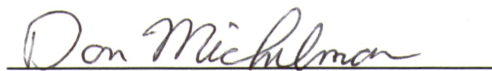
4. STAFF UPDATES

Ms. DeWitt said the Jan 28th Planning and Zoning meeting has been canceled.

Ms. Bramlette presented projects undergoing the administrative review process, including RVP25-014, RVP25-015, and FNP25-002.

5. ADJOURNMENT

There being no further business to discuss, Chairman Michelman adjourned the meeting at 9:53 a.m.



DON MICHELMAN, Chairman

ATTEST:



JACOB LUND, Recording Secretary