

City of Prescott

Planning & Zoning Commission



April 9, 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 **April 9, 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 March 12, 2026 Planning & Zoning Commission Meeting Minutes.
Recommended Action: MOVE to approve the minutes as presented
 - B. Discussion & Action Regarding the Appointment of Chair and Vice-Chair for the Planning & Zoning Commission to Serve Through March 2027.
Recommended Action: 1) MOVE to appoint a Chair; and 2) MOVE to appoint a Vice-Chair
 - C. Introduction and Welcome of New and Returning Newly Appointed Planning & Zoning Commissioners.
Recommended Action: This item is for discussion only. No formal action will be taken.
 - D. Discussion & Update Regarding the Approved Revision of Plat in Forbing Park Subdivision.
Recommended Action: This item is for discussion only. No formal action will be taken.
4. **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 4/2/26 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: April 9 Planning and Zoning Commission
DATE: April 9, 2026
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of March 12, 2026 Planning & Zoning Commission Meeting Minutes.

ITEM SUMMARY

This item is for the approval of the March 12, 2026 Planning & Zoning Commission meeting minutes. Staff recommends approval of the minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve the minutes as presented

ATTACHMENTS

1. March 12, 2026 Planning & Zoning Commission 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 February 26, 2026 Planning and Zoning Commission Meeting Minutes.

MOTION BY COMMISSIONER REILLY TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY COMMISSIONER GRAHAM; PASSED (6-0-1) COMMISSIONER WHITING ABSTAINING

B. **CSP26-001:** A Proposed Comprehensive Sign Plan for the Addition of a New 4 ft. x 6 ft. (24 Square Feet) Freestanding Directional Sign Within the Common Area of Ponderosa Professional Plaza. Location: Along 12th Place at 919 12th Place, APN: 800-98-002U. Property Owner: Real Estate 12th Place. Applicant: Morgan Sign Company.

Planner Jacob Lund presented on the proposed Comprehensive Sign Plan regarding an Addition of a new 4 ft. X 6 ft. Freestanding Directional Sign Within the Common Area of Ponderosa Professional Plaza. Mr. Lund described that the sign will be put into existing landscaped area and will meet 5 ft setback requirement for the property. Previously, there was a new monument sign that was approved and installed in October 2025 which was 8 ft high and 30 sq ft. Mr. Lund also shared an image and additional details illustrating the proposed sign, placement and dimensions.

Commissioner Hutchison said that he could not tell whether there was an issue with clear view for traffic.

Mr. Lund said based on what was provided it is hard to tell, but doesn't believe it will create an issue, and that he can look at the permitting submittal to see if there is a better location for it.

Commissioner Davis said that he frequents this center and based on the location of the sign, it doesn't appear to be an issue with obstruction and doesn't see a problem with it.

Commissioner Kleczewski asked if the need for the extra sign is because of additional tenants.

Mr. Lund differed to the applicant. The applicant's proposal in October included the extra sign but was told they needed a comprehensive sign plan due to our code only allowing directional signs up to 2 Sq Ft to be done without permitting. At that time, they did not want to do the comprehensive sign plan and now more businesses want to advertise.

Applicant Robert Markoff representing Morgan Sign said the main purpose of the directional sign is to help people find their way within multiple business. Even though it's considered one complex, there are multiple businesses that all could not fit on a 2x3 directional sign.

Commissioner Whiting said that the way he understands it, is that part of the issue is the size of the current sign, coupled with the other sign, exceeds the normal allowed squared footage of signage for a property.

Mr. Lund said there are a couple of potential issues. Per the Land Development Code (LDC) only one free standing sign is allowed, per street frontage. However, the proposed sign is not located on a street frontage and would be an additional free-standing sign. The previous sign did max out their allowance for signage for their free-standing sign. In addition to this being a second free standing sign, they are asking for more signage.

Commissioner Whiting asked if this was considered a variance.

Mr. Lund said it's not necessarily a variance because they are for single business. The Comprehensive Sign Plan is meant for multiple businesses. Since there are multiple businesses advertised, this sign meets the purpose.

Commissioner Kleczewski stated that his only concern is that we don't set precedent for other properties.

Chair Michelman said when he went to look at this location, he noticed where the sign is proposed, there is parking nearby. It appears cars could cover up the bottom of the sign, blocking the directions, until you pull up to the sign.

Mr. Markoff said he believes the parking spot is right along that bottom end of the curb and would block some of the view. However, with it being driveway and not a street, people would be driving at a slow rate.

Chair Michelman said when he went to the location, he noticed when pulling out of the driveway there is a point you must ease out to see if there is any oncoming traffic. As there is parking adjacent to the right of the sign.

Commissioner Davis said if you put that info on an existing sign at front of the street, there will be a stacking and curiosity problem. Getting the people into the complex and then seeing a directional sign is safer. There will be some obstruction to the bottom part of the sign but there does not seem a better place for it.

Mr. Markoff said they were trying to utilize what is currently there rather than take another parking spot.

Chair Michelman asked if there were only 13 tenants.

Mr. Markoff confirmed.

Chair Michelman asked if you move it across the lane, it doesn't make it too visible.

Mr. Markoff said there is a big planter/brick wall that divides. One side is an entrance, and one is an exit. The directional sign would be to the right side of the planter but at the very end.

Chair Michelman said conceptually he doesn't have a challenge with having a directional sign, but wants to see what benefit it will provide when there is parking in the first part.

Vice Chair Reilly said that this place has suffered with signage since its inception. There have been small signs over the offices and making it difficult as you drive in and that the sign would be a great addition and good idea.

Commissioner Kleczewski asked if the name plates are on both sides of the sign.

Mr. Markoff responded that they are on one side.

MOTION BY VICE CHAIR REILLY TO RECOMMEND APPROVAL OF CSP26-001; SECONDED BY COMMISSIONER KLECZEWSKI. (PASSED 7-0).

- C. **LDC26-001:** Amendment to the City of Prescott Land Development Code Appendices by Replacing the Former Planning & Zoning Commission Bylaws with the Newly Amended Planning & Zoning Commission Bylaws. Applicant: City of Prescott - Planning & Zoning Division.

Planner Tammy DeWitt presented on the Amendment for Land Development Code (LDC) to update the Planning and Zoning Commission by-laws. The purpose of this Amendment is to ensure consistency throughout. The first item the City Council approved was the Amendment in the City Code for the by-laws of Planning and Zoning. Partly the by-laws needed to be updated in the Land Development Code. What has changed is, "At the first meeting following April 1st of each year, the Commission shall elect from its membership, a chair and vice chair". Instead of council approving it, the Planning and Zoning Commission will have an election to appoint a chair and vice chair. To keep the by-laws consistent Ms. DeWitt also recommended the following to be deleted; "If an item is being considered by the Commission for the first time, it shall not be voted upon at the initial meeting if there is an objection to a vote by one Councilmember".

Commissioner Hutchison said during the AED Save the Dells Annexation, there was a feeling that the City Attorney, City Manager, and Mayor were disallowing input into that process. That feeling led him to invoke the article and inciting more transparency. Eliminating this is a way to stop the system and be able to say let's rethink this.

Ms. DeWitt said that it was not until a vote that anyone knew it was there. Staff also looked at other Boards and Commissions by-laws, and it was not in any other Board or Commissions to allow one member to stop an application from moving forward.

Commissioner Hutchison said this was an opportunity to stop the train if more information is required.

Vice Chairman Reilly said he understands the idea of stopping the train but does not agree on only one person stopping it. He found having one person with the capability of being able to derail the train as opposed to stopping it, as objectional and removal appropriate.

Commissioner Hutchison said it is not stopping the train; it is postponing it for more information.

Commissioner Kleczewski asked if this is eliminated and you are in the first meeting and you do not want to have a final vote and push it to another meeting to get more information, would it be handled by a vote of all members.

Ms. DeWitt confirmed.

Commissioner Kleczewski said you can still derail the train, if necessary, it would just not be one person.

MOTION BY MEMBER REILLY TO RECOMMEND APPROVAL OF LDC26-001 WITHOUT CHANGES; SECONDED BY COMMISSIONER DAVIS. (PASSED 7-0).

- D. Discussion & Update Regarding the Approved Preliminary Plat PLN25-001 – Deep Well Ranch; South Ranch South.

Planning Manager Alex Bramlette presented on the Approved Preliminary Plat Deep Well Ranch; South Ranch South. Ms. Bramlette provided images of the preliminary plat, and a map to show placement. Ms. Bramlette said there are about 74 acres, little over 200 lots for single family homes. This went through multiple rounds of review with all city staff and has been approved. With our new statute we review it administratively and this is the preliminary plat that has been approved.

This item was for discussion only; no formal action taken.

4. STAFF UPDATES

No Staff Updates.

5. ADJOURNMENT

There being no further business to discuss, Chairman Michelman adjourned the meeting at 9:39 a.m.

DON MICHELMAN, Chairman

ATTEST:

Jacob Lund, Recording Secretary



TO: MAYOR AND CITY COUNCIL
AGENDA: April 9 Planning and Zoning Commission
DATE: April 9, 2026
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Discussion & Action Regarding the Appointment of Chair and Vice-Chair for the Planning & Zoning Commission to Serve Through March 2027.

ITEM SUMMARY

This item is to appoint the Planning and Zoning Commission Chair and Vice-Chair. Chair and Vice-Chair will serve a one-year term through the end of March 2027.

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

1) MOVE to appoint a Chair; and 2) MOVE to appoint a Vice-Chair

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: April 9 Planning and Zoning Commission
DATE: April 9, 2026
DEPT: Community Development
ITEM #: 3.C
SUBJECT: Introduction and Welcome of New and Returning Newly Appointed Planning & Zoning Commissioners.

ITEM SUMMARY

This item is for the orientation of the new and existing Planning and Zoning Commissioners.

BACKGROUND

Each spring when existing terms are ending, the Council Subcommittee on Appointments makes recommendations to the Council for appointments to city Boards, Commissions and Committees. Staff wanted to use this time to welcome and congratulate newly appointed Planning and Zoning Commissioners Connie Cantelme, Michael Marchand, and Rick Kimery, as well as congratulate Thomas Davis on his re-appointment.

Staff will also provide a general orientation to ensure Commissioners have what they need to perform their duties. Additionally, staff will provide the following documents for Commissioners:

- Boards, Commissions, and Committee and City Council schedules, attached.
- Title 1 Chapter 1-6 updated under Ordinance Number 2026-1931, attached.
- Bylaws under Appendices B in the Land Development Code.
- Land Development Code - <https://www.codepublishing.com/AZ/Prescott/#!/PrescottLDC/PrescottLDCNT.html>
- Resolution No. 2025-1952, attached

FINANCIAL IMPACT

There is no financial impact associated with this item.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

1. P & Z Meeting Schedule
2. BCC CALENDAR
3. Ordinance No. 2026-1931
4. Resolution No. 2025-1952



**2026 PLANNING & ZONING COMMISSION
MEETING SCHEDULE
2ND & LAST THURSDAY OF THE MONTH
9:00 AM – COUNCIL CHAMBERS**

January 8, 2026	January 29, 2026
February 12, 2026	February 26, 2026
March 12, 2026	Spring Break
April 9, 2026	April 30, 2026
May 14, 2026	May 28, 2026
June 11, 2026	June 25, 2026
July 9, 2026	Summer Break
August 13, 2026	August 27, 2026
September 10, 2026	September 24, 2026
October 8, 2026	October 29, 2026
November 12, 2026	Happy Thanksgiving
December 10, 2026	Merry Christmas

PUBLIC MEETING SCHEDULING IS TENTATIVE. Items will be agendaized for P & Z Commission and City Council meetings based on COMPLETE APPLICATIONS and ADEQUATE TIME FOR EVALUATION. The applicant will be contacted to confirm placement on agenda schedule.

2026 BCC Calendar

CITY COUNCIL
 P&Z COMMISSION
 BOA
 PPC
 CDBG
 WIS
 WORKFORCE HOUSING

NO MEETINGS DUE TO COUCIL CLOSURES

January						
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ORDINANCE NO. 2026-1931

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT (“CITY”), YAVAPAI COUNTY, ARIZONA, REPEALING IN ITS ENTIRETY THE PRESCOTT CITY CODE, TITLE 1, CHAPTER 6 (PLANNING AND ZONING COMMISSION) OF THE PRESCOTT CITY CODE; AND REPLACING IT WITH LANGUAGE INCLUDED IN EXHIBIT “A” ATTACHED HERETO; AND DIRECTING THE PLANNING AND ZONING COMMISSION TO UPDATE ITS BYLAWS TO BE CONSISTENT WITH THE NEWLY ADOPTED CHAPTER 1-6 OF THE CITY CODE

RECITALS:

WHEREAS, Chapter 1-13 of the Prescott City Code authorizes the Mayor and Council to form Standing Committees of the City to act in an advisory role to the Mayor and Council; and,

WHEREAS, The Mayor and City Council wish to update Code language with respect to the Planning and Zoning Commission; and,

WHEREAS, the Mayor and City Council wish to replace said language by repealing Chapter 1-6 and several associated ordinances in their entirety and replace Chapter 1-6 with the attached document listed as Exhibit “A”.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

Section 1. THAT Title 1, Chapter 6, “*Planning and Zoning Commission*” is hereby repealed in its entirety to include the repeal of Ordinance No. 1415, Ordinance No. 1449, Ordinance No. 1506, Ordinance No. 2195, Ordinance No. 3236, and Ordinance No. 4736-1033.

Section 2. THAT the language in Title 1, Chapter 6 “*Planning and Zoning Commission*” shall be replaced with the language included in Exhibit “A” titled “CHAPTER 1-6: PLANNING AND ZONING COMMISSION” and attached hereto.

Section 3. THAT the Planning and Zoning Commission is directed to amend its bylaws to be consistent with the changes to Chapter 1-6 and the amended bylaws shall be placed in the appendices of the City of Prescott Land Development Code.

PASSED AND ADOPTED by the Mayor and Council of the City of Prescott this 10th day of February 2026.

Cathey Rusing
CATHEY RUSING, Mayor

ATTEST:

Sarah M. Thornhill
SARAH M. THORNHILL,
City Clerk

APPROVED AS TO FORM:

Joseph D. Young
JOSEPH D. YOUNG,
City Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA)
County of Yavapai) ss.

I, the undersigned Sarah M. Thornhill, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Ordinance No. 2026-1931 is a true, correct and accurate copy of Ordinance No. 2026-1931, passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the 10th day of February 2026, at which a quorum was present and, by a 6-0 vote, six voted in favor of said resolution.

Given under my hand and sealed this 18th day of February, 2026.

Seal

Sarah M. Thornhill
City Clerk



Exhibit "A"

CHAPTER 1-6: PLANNING AND ZONING COMMISSION

SECTIONS:

- 1-6-1: CREATION:
- 1-6-2: COMMISSION MEMBERS:
- 1-6-3: DUTIES:
- 1-6-4: ORGANIZATION:
- 1-6-5: MEETINGS:
- 1-6-6: PUBLIC HEARINGS:
- 1-6-7: AUTHORITY TO REMOVE MEMBERS:

1-6-1 CREATION:

There is hereby created, pursuant to Arizona Revised Statutes section 9-461, a planning and zoning commission to consist of seven (7) members, who shall be residents of the City of Prescott.

1-6-2 COMMISSION MEMBERS:

The members shall be appointed by City Council, and shall serve four (4) year staggered terms, with terms to expire in March of the respective year, and may continue to serve until their successors are duly appointed. Vacancies on the commission shall be filled by the city council only for the unexpired term of the commission member creating the vacancy. Commission members shall serve without compensation.

ABSENCES: If any member shall be absent from more than three meetings without prior notice to the Chairman, City Clerk or Staff Liaison, he or she shall upon notification by the Chairman to City Council, and by a majority vote of the Council, cease to hold office. Exceptions will be made in emergency situations.

1-6-3 DUTIES:

The duties of the planning and zoning commission shall be to:

- (A) Develop, submit a written recommendation to the city council for adoption, and maintain a general plan which is a municipal statement of land development policies, which may include maps, charts, graphs and text which sets forth objectives, principles and standards for local growth and redevelopment.
- (B) Develop and submit a written recommendation to the city council for the adoption of such specific plans as may be necessary to implement the general plan.
- (C) Study, consider and submit a written recommendation to the mayor and council for the establishment of zoning districts and appropriate regulations to be enforced therein, which said zoning districts may regulate and restrict the height, number of stories, type of construction and size of buildings and other structures, the percentage of lot that may be occupied, the setback lines, the size of yards, courts and other open spaces, the density of population, the location and use of buildings, structures and land for residential, agricultural, trade, industrial, religious or other purposes; and for such purposes the planning and zoning commission may recommend the regulation and restriction of the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land and the density of population within the zoning districts as

defined in the Prescott land development code. The establishment of zoning districts and the promulgation of rules and regulations applying thereto, and the fixing, changing, altering or amending any such boundaries, districts, rules or regulations shall only become effective upon the enactment of an ordinance setting forth said matters and no such ordinance shall be enacted or any changes or amendments be made thereto until after a public hearing in relation thereto, at which parties in interest and citizens shall have an opportunity to be heard.

(D) To consider, approve, defer or disapprove the preliminary plat for proposed subdivisions and determine its compliance with the Prescott land development code.

(E) To review, consider and recommend to the city council approval or denial of proposed annexations into the city.

(F) Interpret the appropriate zoning district for uses not specifically listed in the Prescott land development code.

(G) Periodically review the capital improvement program of the city.

(H) Perform other planning and zoning functions as the city council may provide.

(I) Meet periodically with the Yavapai County planning and zoning commission to discuss common matters and problems.

1-6-4 ORGANIZATION:

At the first meeting following April 1st of each calendar year, the Commission shall elect from its membership, a chair and vice chair.

1-6-5 MEETINGS:

Meetings of the planning and zoning commission shall be held as provided for by the rules or bylaws of said commission and shall be in accord with the Arizona Open Meeting Law.

1-6-6 PUBLIC HEARINGS:

Notice of such public hearing and the procedure therein shall be as set forth in state statutes, as may be supplemented by city ordinance.

1-6-7 AUTHORITY TO REMOVE MEMBERS:

The City Council by a majority vote shall have the authority to remove any member of the planning and zoning commission from office whenever, in its discretion, the best interest of the city shall be served thereby.

RESOLUTION NO. 2025-1952

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, ADOPTING THAT CERTAIN DOCUMENT ENTITLED “REVISIONS TO CITY OF PRESCOTT LAND DEVELOPMENT CODE CONSISTENT WITH A.R.S. §9-500.49”, AS A PUBLIC RECORD, WHICH DOCUMENT REPLACES AND AMENDS MULTIPLE SECTIONS OF THE PRESCOTT LAND DEVELOPMENT CODE; AND DIRECTING THE CITY CLERK TO RETAIN THREE COPIES THEREOF ON FILE AND ONE ELECTRONIC FILE OF THE DOCUMENT ON THE CITY WEBSITE

RECITALS:

WHEREAS, the City of Prescott adopted by reference that certain document entitled “*REVISIONS TO THE CITY OF PRESCOTT LAND DEVELOPMENT CODE CONSISTENT WITH A.R.S. §9-500.49*”, as a public record enacted by Ordinance 2025-1915; and,

WHEREAS, the City of Prescott wishes to adopt that certain document entitled “*REVISIONS TO THE CITY OF PRESCOTT LAND DEVELOPMENT CODE CONSISTENT WITH A.R.S. §9-500.49*” attached hereto and made a part hereof as Exhibit “A”, which document amends multiple sections of the Prescott Land Development Code adopted in the Prescott City Code Title X, Chapter 10-1, Section 10-1-1 (“Land Development Code”); and,

WHEREAS, The City Clerk is directed to maintain three (3) copies of the above-referenced public document on file at all times for inspection by the public and publish this public document electronically on the City of Prescott website.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

SECTION 1. THAT, certain document entitled “*REVISIONS TO THE CITY OF PRESCOTT LAND DEVELOPMENT CODE CONSISTENT WITH A.R.S. §9-500.49*” is hereby declared to be a public record.

SECTION 2. THAT, certain document entitled “*REVISIONS TO THE CITY OF PRESCOTT LAND DEVELOPMENT CODE CONSISTENT WITH A.R.S. §9-500.49*” attached hereto and made a part hereof as Exhibit “A”, which document replaces and amends multiple sections of the Prescott Land Development Code, adopted in the Prescott City Code Title X, Chapter 10-1, Section 10-1-1 (“Land Development Code”).

SECTION 3. THAT, the City Clerk is hereby directed to always maintain three (3) copies of the above-referenced public document on file for inspection by the public and one electronic publication on the City of Prescott website.

PASSED, APPROVED and ADOPTED by the Mayor and Council of the City of

RESOLUTION 2025-1952

Page 2

Prescott, Arizona, this 9 day of December, 2025.

Mayor Cathey Rusing
CATHEY RUSING, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah M Thornhill
SARAH M. THORNHILL, City Clerk

Joseph Young
JOSEPH D. YOUNG, City Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA)
County of Yavapai) ss.

I, the undersigned Sarah M. Thornhill, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Resolution No. 2025-1952 is a true, correct and accurate copy of Resolution No. 2025-1952, passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the 9 day of December, 2025, at which a quorum was present and, by a 5-0-2 vote, five voted in favor of said resolution.

Given under my hand and sealed this 11th day of December, 2025.



Sarah M Thornhill
City Clerk

EXHIBIT A**REVISIONS TO THE CITY OF PRESCOTT LAND DEVELOPMENT CODE
CONSISTENT WITH A.R.S. §9-500.49**

The strike through text areas are proposed for removal and all capitalized text areas are the proposed additions.

Article 4/ Nonresidential Districts**Sec. 4.9.4.A / Special Use Permits****1. Applicability**

~~Notwithstanding other provisions to the contrary and as necessary to determine compatibility relative to Sec. 4.9.4B, "Compatibility Review Guidelines," the following development proposals shall be subject to a courtesy review by the Prescott Preservation Commission, review and recommendation by the City's Planning & Zoning Commission, and approval by the City Council pursuant to the provisions of Sec. 9.9:~~

- ~~a. Construction of new structures 10,000 square feet and larger;~~
- ~~b. Expansion of existing structures by 50 percent or more floor area; and~~
- ~~c. Remodeling that adds 50 percent or more to the value of existing structures relative to the pre-remodel values.~~

~~Upon reliance of the Compatibility Review criteria outlined in Sec. 4.9.4B, the Prescott Preservation Commission shall provide its determination to the Planning and Zoning Commission as to the development proposal's consistency with the guidelines listed therein. The Planning and Zoning Commission shall review such determination and make its recommendation to the City Council. The City Council shall approve or deny the development proposal.~~

2. Additional Submittal Requirements

~~A complete application shall be submitted to the Community Development Director as set forth in Sec. 9.1.3. In addition, such applications shall include the following:~~

- ~~a. A complete site plan must accompany all applications for a Special Use Permit as set forth in Sec. 9.8;~~
- ~~b. Building elevations illustrating all exposed façades;~~
- ~~c. Scaled drawings showing how the structure will appear from the adjacent street frontage(s) and from at least 2 other locations in the community as determined by the Community Development Director;~~

~~d. Building materials and colors, and~~

~~e. Other information sufficient to demonstrate conformance with these guidelines.~~

Sec. 4.9.4.BA / Compatibility Review Guidelines

~~The compatible relationship of proposed development to the unique character of Prescott's downtown area is of critical public concern for any structures or site improvements. The intent of these design guidelines is to help protect the unique character of Prescott's downtown area. 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.~~

THE PURPOSE OF THESE STANDARDS IS TO MAINTAIN DOWNTOWN PRESCOTT'S ESTABLISHED DEVELOPMENT PATTERN THROUGH MEASURABLE DESIGN CRITERIA. REVIEW SHALL ENSURE THAT NEW DEVELOPMENT CONFORMS TO ADOPTED STANDARDS FOR BUILDING SCALE, HEIGHT, MASSING, MATERIALS, AND STREETScape DESIGN APPLICABLE TO THE DOWNTOWN BUSINESS DISTRICT. DEVELOPMENT IN DOWNTOWN PRESCOTT SHALL MEET THE FOLLOWING CRITERIA.

- ~~1. Construction and exterior building materials shall be high quality and long-lasting. COMPLY WITH THE APPLICABLE BUILDING CODES ADOPTED BY CITY COUNCIL.~~
 - ~~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. STRUCTURES SHALL COMPLY WITH THE DIMENSIONAL STANDARDS, BUILDING HEIGHT LIMITS, AND SETBACK REQUIREMENTS ESTABLISHED FOR THE DOWNTOWN BUSINESS DISTRICT.~~
 - ~~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.~~
- A. **3.** All mechanical equipment shall be screened from view in accordance with the requirements of Sec. 6.5.8E.

C. B. Parking and Loading

D. C. Landscaping**E. D. Height****F. E. Signs****G. F. Grandfathered Signs in Downtown Area****Article 7/ Subdivision and Land Split Design Standards****Sec. 7.3.2 / Large lots**

Where an area is proposed to be divided into lots more than twice the size of the zoning district minimum lot area and ~~in the opinion of the Planning and Zoning Commission or City Council~~, any or all of the tracts are susceptible of being resubdivided, the proposed subdivision shall be such that the alignment of future street dedications may conform to the general street layout in the surrounding area and so that the larger tracts may be later subdivided in conformance with the requirements of this Code and the minimum standards specified by the zoning district.

Sec. 7.4.1.B / Suitability of Lands

~~The City Council~~ COMMUNITY DEVELOPMENT DIRECTOR shall not approve the subdivision of land if, from adequate investigations conducted by all public agencies concerned, it has been determined that in the best interest of the public, the site is not suitable for platting and development purposes of the kind proposed. Land subject to flooding, land in proximity to the airport approach, and land deemed to be topographically unsuitable should not be platted for residential occupancy, or for such other uses as may increase danger to health, life, or property, aggravate erosion or flood hazard. Such land within the plat shall be set aside for uses that are not endangered by periodic or occasional inundation or that produce unsatisfactory living conditions.

Sec. 7.4.1.D / Waivers

~~The Planning and Zoning Commission may advise and the City Council~~ COMMUNITY DEVELOPMENT DIRECTOR AND PUBLIC WORKS DIRECTOR may grant waivers to the standards of this Sec. [7.4](#), Subdivision and Land Split Design Standards, with the exception of the City of Prescott General Engineering Standards, where it finds that such waivers are necessary due to the physical characteristics of the site, is not harmful to surrounding properties or public interests, and is consistent with Sec. [1.5](#), Purpose and Intent, of this Code.

Sec. 7.4.6.E / Waiver

Waiver or partial waiver of the requirements of this section may be granted by the COMMUNITY DEVELOPMENT DIRECTOR IN CONSULTATION WITH THE TRAFFIC

ENGINEER ~~City Council~~ where it has determined that satisfactory alternative pedestrian and/or bikeways have been or will be provided outside the normal right-of-way or, that unique circumstances or unusual topographic, vegetative, or other natural or man-made conditions prevail to the extent that strict adherence to said requirements would be unreasonable and inconsistent with the purposes and goals of this Code or the General Plan.

Sec. 7.4.8.F.2 / Assured Water Supply

The ~~City Council~~ SUBDIVIDER shall note on the face of the Final Plat that a certificate of assured water supply has been submitted with the plat or that the subdivider has obtained a written commitment of water service for the proposed subdivision from a City or private water company designated as having an assured water supply, pursuant to ARS [45-576](#) or is exempt from the requirement pursuant to ARS [45-576](#).

Sec. 7.6.1 / Financial Assurances

Prior to recording of the final plat and prior to commencement of construction within one year following approval of Final Plat and construction plans unless a different time frame is approved by ~~Council~~ THE PUBLIC WORKS DIRECTOR, the subdivider shall post a financial assurance in accordance with the General Engineering Standards, Section [1.4](#) to cover to the cost of installing all required improvements.

Article 8/ Review Bodies

8.1.2 / Powers and Duties

The City Council is authorized to hear and take final action on the following:

- A. Special Use Permits;
- B. Zoning Map Amendments (Rezoning);
- C. Text Amendments;
- ~~D. Preliminary Plats;~~
- ~~E. Final Plats;~~
- ~~F. Site Plans, as may be required;~~
- ~~G. D.~~ Planned Area Developments;
- ~~H. E.~~ Creation of national and local register historic districts;
- ~~I. F.~~ Appeals of decisions made by the Historic Preservation Commission;
- ~~J. G.~~ Development Agreements.

8.2.3.B / Recommendations

The Planning and Zoning Commission reviews and makes recommendations to the City Council subject to the terms and conditions set forth for such uses in this Code for the following:

1. Special Use Permits;
2. Zoning Map Amendments (Rezoning);
3. Text Amendments;
4. Preliminary Plats;
5. Final Plats, as applicable;
6. Site Plan Review, as applicable;
7. 4. General Plans, Area Plans, Neighborhood Plans and Amendments;
8. 5. Planned Area Developments, as applicable;
9. Waivers of standards of Article 7, Subdivision and Land Split Standards;
10. 6. Other powers and duties as may be specified in the Prescott City Code.

Article 9 / Administration and Procedures

9.1.10 / Required Public-Hearings

The following table illustrates the types of review and the body responsible for holding a public meeting to consider such applications.

Table 9.1.10

ITEMS FOR PUBLIC MEETINGS			
Application Type	Board of Adjustment	Planning and Zoning Commission	City Council
Administrative Appeals	X		
Comprehensive Sign Plan		X	X
Conditional Use Permit	X		
General Plan Amendments		X	X
PAD Master Plan/Site Plan		X	X
Site Plans, Council-approved	-	X	X
Special Use Permit		X	X
Subdivisions/-PAD/ PAD MASTER PLAN		X	X
Text Amendment		X	X
Variance	X		

Table 9.1.10

ITEMS FOR PUBLIC MEETINGS			
Application Type	Board of Adjustment	Planning and Zoning Commission	City Council
Water Service Agreement (4 or more dwellings)			X
Zoning Map Amendment		X	X

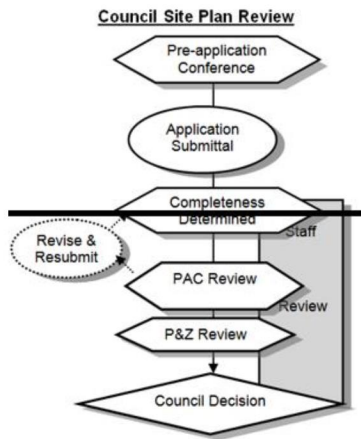
Sec. 9.8.1 / General

The provisions of this section are intended to ensure that all developments have functional, well-designed and user-oriented spatial arrangements. ~~Where Council approval is required, there may be greater emphasis on aesthetic quality.~~

Sec. 9.8.2 / Applicability

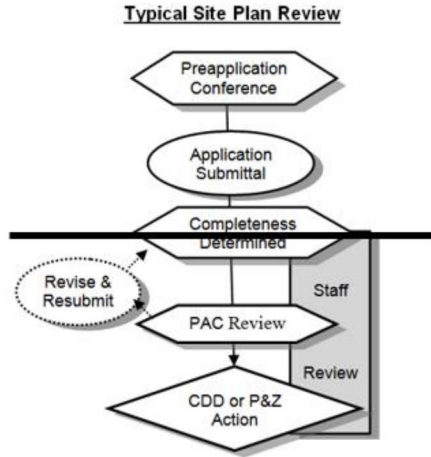
No building, site, or use shall be developed and no building permits may be issued prior to completion of site plan review and approval, issued by the Community Development Director in conformity with the provisions of this Section. ~~In addition, where required, site plan approval by City Council and/or the Planning and Zoning Commission may be required as a prerequisite for building permits.~~

Sec. 9.8.4.B.1 / Site Plan Application Process

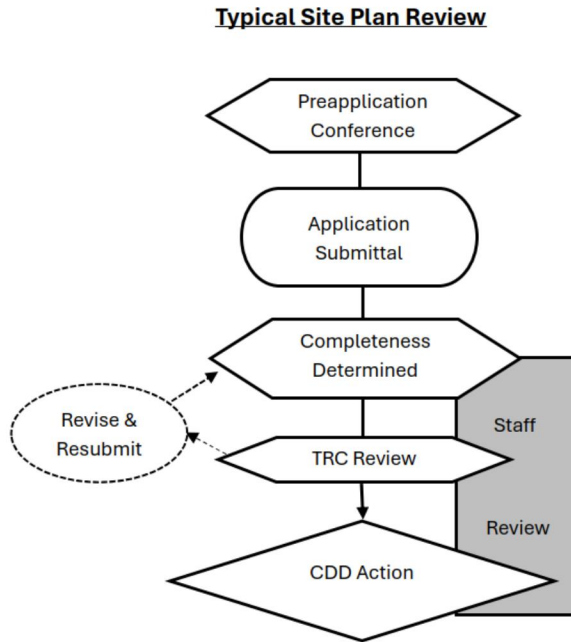


DELETE:

9.8.4.C / Review by the Technical Review Committee



DELETE:



NEW GRAPHIC:

Following submittal of a complete application, the TRC shall review the application and provide written comments to the applicant within 15 working days. Following receipt of TRC comments, the applicant shall correct the site plan and resubmit the corrected application to the Community Development Department.

9.8.4.D / Community Development Director Action

4. If the proposed site plan is determined by the TRC to be consistent with all applicable provisions of the Code, the Community Development Director may approve the site plan. and return 2 copies of the approved plan to the applicant and keeping one.

~~2.—The Community Development Director may, at his discretion, require site plan review by the Planning and Zoning Commission and/or the Prescott Preservation Commission.~~

9.8.4.E / Review by the Planning and Zoning Commission recommendation and/or Action

~~1.—Where the Community Development Director elects to refer a site plan to the Planning and Zoning Commission following TRC review, no building permit shall be issued without site plan approval by the Commission.~~

~~2.—Where site plan approval by City Council is required as a condition of a rezoning or other approval, the Community Development Director shall refer the plan to the Planning and Zoning Commission for recommendation prior to scheduling for Council review.~~

9.8.4.F / City Council Action

~~Where site plan approval by City Council is required as a condition of a rezoning, PAD or other approval, Staff shall prepare a report that includes the Planning and Zoning Commission recommendation. No building permit shall be issued prior to site plan approval by City Council.~~

9.8.8 / Modification

~~Minor modification to aN Council-approved Site Plan may be approved by the Community Development Director, provided that the development plan remains substantially consistent with the Council-approved Site Plan.~~

9.8.9 / Appeal

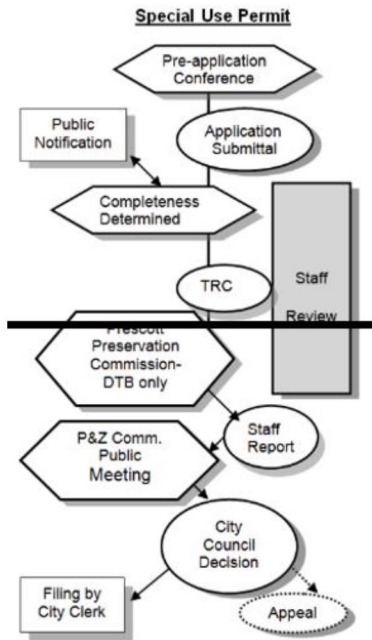
~~An APPLICANT MAY appeal from any final decision regarding a Site Plan Review shall be in accordance with THE APPEAL PROCESS OUTLINED IN Sec. 9.17.3, Appeals of Administrative Decisions, Sec. 9.18, Appeal of Council or Board of Adjustment Decisions, or the City of Prescott General Engineering Standards, IN ACCORDANCE WITH THE GENERAL ENGINEERING STANDARDS APPEAL PROCESS OUTLINED IN SEC. 9.6 as appropriate.~~

9.9.2 / Applicability

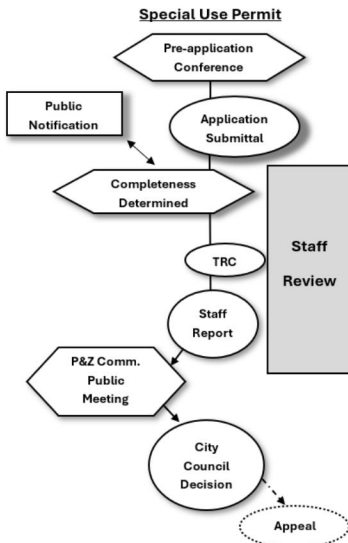
Commentary:

Special Use Permit applications for development in the DTB district should be referred to the Preservation Commission for courtesy, compatibility reviews and recommendation prior to Planning and Zoning Commission or City Council review and action.

9.9.4 / Special Use Application Process



DELETE:



NEW GRAPHIC:

E. Review by Prescott Preservation Commission

~~For development proposals located in the Downtown Business District only, the proposal shall be scheduled for a “courtesy review.”~~

~~F.~~ **E. Review by Community Development Director**

The Community Development Director shall review Special Use Permit applications, the comments of the Technical Review Committee (TRC) and prepare a staff report.

~~G.~~ **F. Planning and Zoning Commission Recommendation**

The Planning and Zoning Commission shall review Special Use Permit applications in a public hearing and recommend approval, approval with conditions, or denial of the special use application.

~~H.~~ **G. City Council Action**

City Council shall review special use applications in a public meeting and vote to approve, approve with conditions, or deny the special use application.

~~I.~~ **H. Notice of Decision**

A copy of an approved or denied Special Use Permit shall be given to the owner of the property, and a copy shall be filed in the office of the Community Development Department.

9.10.4 / Unlawful to Record Plat without Final Plat Approval

It shall be unlawful to record any subdivision, master plan, plat, revision of plat or replat of land within the City limits unless the subject subdivision plat has been reviewed and approved by ~~the City Council or the Community Development Director~~, as required by this Code.

9.10.5.C / Plat Amendments

1. Revision of Plat

The following activities shall be considered a Revision of Plat and require an application and processing with the Final Plat procedures of Sec. 9.10.9B, and subsequent approval by the ~~City Council~~ COMMUNITY DEVELOPMENT DIRECTOR:

2. Replat

The following activities shall be considered a Replat and require an application in accordance and processing with the Final Plat procedures of Sec. 9.10.9B, but may be administratively approved by the Community Development Director. ~~Notwithstanding the above, the Community Development Director may request and the City Council may direct that any replat request be acted on by Council.~~

9.10.6.D / Master Plan

1. All Preliminary Plats and land split applications shall include a master plan for the entire contiguous property under common ownership. Such master plans enable the COMMUNITY DEVELOPMENT DIRECTOR staff, ~~public, Planning and Zoning Commission and City Council~~ to evaluate the proposed development, including its historical character, topography, physical constraints, proposed lot layout and land uses, or other features; and its relationship to existing and planned streets, and to surrounding properties. The master plan shall conform in all respects to the requirements of the Preliminary Plat; except, it may be on a scale of not more than one inch to 400 feet.
2. The Community Development Director may waive all or part of the Master Development Plan requirements depending upon the nature of the proposed development. ~~However, the Planning and Zoning Commission or City Council may require additional information on some or all items excluded from the report before action is taken on the request.~~

9.10.9.A.2.i / Phasing

Each Preliminary Plat shall identify all proposed units, as well as lots, ~~for Council consideration,~~ provided each phase can stand alone. The Final Plat shall be recorded unit by unit, as stated on the approved Preliminary Plat. Construction may occur in phases as may be approved on each recorded Final Plat unit. Separate plans shall be required for each phase.

9.10.9.A.3.a / Date of Filing

The Preliminary Plat and all supporting data as described in subsection 2 above shall be submitted to the Community Development Director. ~~a minimum of 34 days prior to the Planning and Zoning Commission meeting at which consideration is desired.~~ The Preliminary Plat shall be considered officially filed only after it is examined and found to comply with the general provisions of these regulations by the Community Development Director.

9.10.9.A.3.c / Review by Technical Review Committee

The Technical Review Committee shall review the preliminary plat and provide written comments ~~for use in the staff report,~~ as specified below. The subdivider, his engineer, land surveyor, or other representative may request a Technical Review Committee meeting at which the proposed plat is to be discussed. If the Committee determines that additional information is needed ~~prior to the Planning and Zoning Commission review,~~ the Commission's review may be delayed as necessary to allow the applicant sufficient time to provide such information.

9.10.9.A.3.d / Review by Community Development Director

The Community Development Director shall review the Preliminary Plat application and the recommendation of the Technical Review Committee and prepare a AN APPROVAL, AN APPROVAL WITH CONDITIONS, OR A DENIAL OF THE PLAT APPLICATION. staff report.

9.10.9.A.4 / Review by Planning and Zoning Commission

The Planning and Zoning Commission shall review the application in a public meeting and recommend approval, approval with conditions or denial. The recommendation and its reasons shall be forwarded to the City Council.

9.10.9.A.5 / City Council Action

The City Council shall review the Preliminary Plat in a public meeting and vote to approve, approve with conditions, or deny the plat application.

9.10.9.A.6. 4. Issues for Consideration

9.10.9.A.7. 5. Effect of Preliminary Plat Approval

a. Not Approval of Final Plat

Conditional approval of a Preliminary Plat shall not constitute approval of the Final Plat. Rather, it shall be deemed an expression of approval to the layout submitted on the Preliminary Plat as a guide to the preparation of the Final Plat.

b. Lapse of Approval

Preliminary approval of the subdivision shall be valid for a period of 12 months from the date of approval, and the general terms and conditions under which the preliminary approval was granted will not be changed. The preliminary plat approval of a subdivision shall expire unless a Final Plat is submitted within the 12 month period or unless an extension is approved by the City Council THE COMMUNITY DEVELOPMENT DIRECTOR at the request of the subdivider. An extended approval for a phased development may be granted by the Council COMMUNITY DEVELOPMENT DIRECTOR.

9.10.9.B / Final Plats

The Final Plat shall substantially conform to the APPROVED Preliminary Plat, as approved by the City Council, OR APPROVED PAD PRELIMINARY PLAT, incorporating all changes, modifications, corrections, and conditions imposed AT THE TIME OF PRELIMINARY PLAT; by the Planning and Zoning Commission and City Council; and provided further, that it conforms to all applicable requirements of this Code.

9.10.9.B.1 / Submittal Requirements

DELETE COMMENTARY:

Commentary:

Each Final Plat must substantially conform to the approved Preliminary Plat. While a Final Plat may represent only a portion of the approved Preliminary Plat, each final plat unit must be in conformance with the approved Preliminary Plat. ~~This is true~~
 even when there is a mutual agreement between the subdivider and City Council allowing for phasing, and the proposed phasing is in accordance with a plan submitted by the subdivider and approved by the Community Development Director.

9.10.9.B.1.c / Building Lines

Minimum building setback lines when required or approved by the City Council COMMUNITY DEVELOPMENT DIRECTOR shall be placed on the Final Plat.

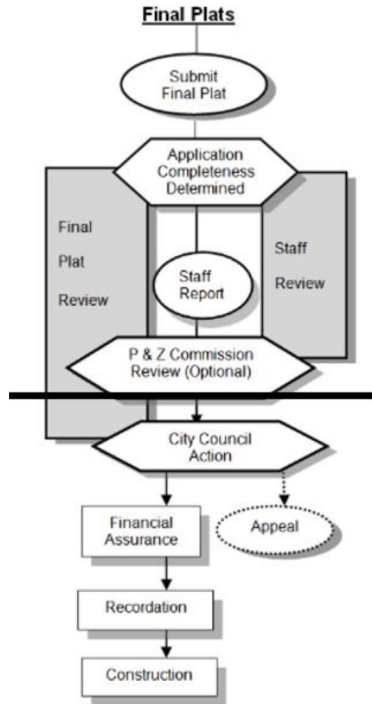
9.10.9.B.1.d / Construction Plans and Reports

Three sets of construction plans for required improvements, 24" x 36" in size along with all data and calculations related to utilities, drainage or other construction in the subdivision, as necessary to demonstrate compliance with the requirements of Sec. 7.4.2, Engineering and Construction Standards and the City of Prescott General Engineering Standards, shall be submitted with the Final Plat. In addition, two (2) copies of the final water, sewer and drainage report shall be submitted when construction plans are submitted with the Final Plat. Such plans and reports shall be reviewed and approved by the City Engineer prior to APPROVING THE FINAL PLAT. ~~scheduling a Final Plat for approval by the City Council.~~

9.10.9.B.2. / Final Plat Review Procedures

a. Date of Filing

- 1) The Final Plat as described in subsection 9.10.9.B.1 shall be submitted to the Community Development Director. The related construction civil plans plat shall be submitted to the Community Development Departments for concurrent review. The Final Plat shall be considered officially filed only after it is examined and found to be in compliance with the general provisions of these regulations by the Community Development Director.



DELETE:

2) The Final Plat will not be considered unless a Preliminary Plat has first been approved or a waiver has been granted by City Council.

b. Review by Community Development Director

The Community Development Director shall review the Final Plat application for compliance with the provisions of this Code, the conditions or modifications required by Preliminary Plat approval, and shall then prepare a summary report. Scheduling the report and review by the Planning and Zoning Commission or the City Council shall occur only after the full multi-department compliance review is complete.

c. Review by Planning and Zoning Commission (Optional)

The Director may elect to refer a Final Plat to the Planning and Zoning Commission for recommendation where there are concerns regarding consistency of a Final Plat with the approved Preliminary Plat or other relevant matters.

d. City Council Action

The City Council shall review the application (Refer to Sec. 9.19.1B) in a public meeting and vote to approve, approve with conditions, or deny the plat application.

Sec. 9.10.12 / Recordation

If favorable action has been taken by the ~~City Council~~ COMMUNITY DEVELOPMENT DIRECTOR, all other applicable requirements have been met, and the recording fees have been paid, the Final Plat, REVISION OF PLAT, LAND SPLIT, OR REPLAT becomes the instrument to be recorded in the County Recorder's Office by CITY STAFF ~~the City Clerk~~. Three Mylar copies of the approved Final Plat, REVISION OF PLAT, LAND SPLIT, OR REPLAT shall be provided to CITY STAFF ~~the City Clerk~~ for **signature(s)**. Furthermore, the owner or subdivider shall submit paper copies of the required improvement construction drawings (Construction Documents) in a number to be determined by the PUBLIC WORKS DIRECTOR ~~City Engineer~~. The Construction Documents when duly signed by both ~~the City Engineering and the City Utilities Engineer~~ PUBLIC WORKS DIRECTOR are IS authority to proceed with the construction of required improvements. Nothing in the procedure authorizes construction other than as specifically detailed on the approved construction plans.

9.10.13 / Waivers

The ~~City Council~~ COMMUNITY DEVELOPMENT DIRECTOR may approve, approve with conditions, or disapprove waivers of the standards in Sec. 7.4, Subdivision Design Standards, with the exception of the City of Prescott General Engineering Standards. The ~~City Council~~ COMMUNITY DEVELOPMENT DIRECTOR may also approve, approve with conditions, or disapprove waivers, to the procedural requirements of Sec. 9.10, Subdivision and Land Split Review, when it is demonstrated to be appropriate for a project's viability, to not to detract from the public good, and to be consistent with the Sec. 1.5, Purpose and Intent, of these regulations.

9.10.14 / Appeals

A. Subdivision PRELIMINARY Plat, FINAL PLAT, ~~or~~ Revision of Plat, LAND SPLIT, OR REPLAT

An APPLICANT MAY appeal ~~from~~ any final decision regarding a PRELIMINARY PLAT, final subdivision plat, REVISION OF PLAT, LAND SPLIT OR REPLAT IN ACCORDANCE WITH THE APPEAL PROCESS OUTLINED IN SEC. 9.17.3, OR THE CITY OF PRESCOTT GENERAL ENGINEERING STANDARDS, IN ACCORDANCE WITH THE GENERAL ENGINEERING STANDARDS APPEAL PROCESS OUTLINED IN SEC. 9.6. ~~or a plat amendment shall be filed with a court of competent jurisdiction within 30 days of the decision. If no appeal is filed in writing within 30 calendar days from the date of final City action, the decision shall be considered final.~~

B. ~~Land Split or Replat~~

~~An appeal from any final administrative decision regarding a land split or a replat shall be submitted in writing to the Board of Adjustment by the Community Development Director or his designee within 30 calendar days of the decision.~~

9.13.2.C / Council Approvals

Modifications to the otherwise required development standards through City Council actions on a Planned Area Development, ~~a subdivision waiver,~~ or a Special Use Permit.

11.2.5 / General Terms

Final Plat	The final drawing of a property being subdivided as prepared by a land surveyor or engineer for recording and approval by the City Council COMMUNITY DEVELOPMENT DIRECTOR and prepared in accordance with Sec. 9.10.9B.1 of this LDC.
Plat or Tentative PRELIMINARY Plat	That portion of a preliminary plan or any separate drawing of a parcel of land that conforms with the requirements of the subdivision regulations intended for subdivision and approval of FROM the Planning and Zoning Commission and City Council COMMUNITY DEVELOPMENT DIRECTOR which is prepared in accordance with subdivision Plat Review procedures of the City of Prescott Land Development Code.



TO: MAYOR AND CITY COUNCIL
AGENDA: April 9 Planning and Zoning Commission
DATE: April 9, 2026
DEPT: Community Development
ITEM #: 3.D
SUBJECT: Discussion & Update Regarding the Approved Revision of Plat in Forbing Park Subdivision.

ITEM SUMMARY

This item is not a public hearing, it is for discussion purposes only regarding RVP25-007. Due to the change in state law, there are additional items for administrative review and approval. In the interest of transparency and upon request of Mayor and City Council, these items are being brought forth for informational purposes only.

BACKGROUND

None.

FINANCIAL IMPACT

There are no financial impacts associated with this item.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

1. RVP25-007 - APPROVAL LETTER WITH APPROVED REVISION OF PLAT MAP

DATE: 3/11/2026

Kile Street Enterprises LLC
PO Box 10211
Prescott, AZ 86304

PROJECT #: Approval of RVP25-007 Revision of Plat for Lots 1-4 Forbing Park

Item Summary

This is a Revision of Plat to Combine and reconfigure 12 Lots (Lots 1 thru 4 of Amended Plat Block 5 Forbing Park; abandoned Kile Street; and a portion of abandoned 100 foot wide Atchison Topeka and Santa Fe Railway Right-of-Way) into 4 Lots to be known as Lot 1R, 2R, 3R, & 4R of Block 5R Forbing Park.

Background

The Forbing Park Subdivision was originally platted in 1926. Block 5 of Forbing Park was amended in 1936.

The parcels are zoned BR (Business Regional), and the resulting parcels meet the zoning development criteria.

This Revision of Plat was reviewed by the Technical Review staff and has been approved without conditions.

Action Taken:

On behalf on the Community Development Director, Staff is approving this Revision of Plat (RVP25-007) based on the evaluation above.

We are now ready to receive mylars for recordation (paper copies are also now accepted in lieu of mylar material). We will need (2) copies of your Revision of Plat Map, (3) if you would like a copy back, along with a check for \$24.00 made out to Yavapai County Recorder. Please ensure that all signatures are wet (i.e. live signatures), the County will not record electronic signatures.

Please Note: This application [when approved and recorded] does not create a split, combine parcels, adjust lot lines or acreage, verify legal descriptions, create new parcels or new tax parcel numbers. It will ensure that each parcel meets building requirements for The City of Prescott.

For guidance on splitting, combining, and obtaining new parcel numbers, please contact the Yavapai County Assessor's Office- Parcel Maintenance Division at asr-cartography@yavapaiaz.gov 928-771-3226.

Respectfully,

PLANNING AND ZONING
CITY OF PRESCOTT

REVISION OF PLAT BLOCK 5R, FORBING PARK

A REPLAT OF LOTS 1 THRU 4 AMENDED PLAT BLOCK 5 FORBING PARK BOOK 4 MAPS, PAGE 8 INCLUDING ABANDONED KILE STREET PER BOOK 4611 OFFICIAL RECORDS, PAGE 768 AND A PORTION OF ABANDONED 100 FOOT WIDE ATCHISON TOPEKA AND SANTA FE RAILWAY RIGHT-OF-WAY AS DESCRIBED IN BOOK 3806 OFFICIAL RECORDS, PAGE 742, YAVAPAI COUNTY RECORDS ALL LOCATED IN SECTION 29, T14N, R2W, G&SRB&M, YAVAPAI COUNTY, ARIZONA

PROPERTY DESCRIPTION

LOTS 1 THROUGH 4 AMENDED PLAT BLOCK 5 FORBING PARK ACCORDING TO THE PLAT OF RECORD FOUND IN BOOK 4 OF MAPS, PAGE 8, YAVAPAI COUNTY RECORDS (YCR), AND THAT PORTION OF KILE STREET ABANDONED BY CITY ORDINANCE NO. 4657-0859 AND DESCRIBED IN BOOK 4694 OF OFFICIAL RECORDS, PAGE 983, YCR,

AND ALL THAT PORTION OF THE 100 FOOT RIGHT-OF-WAY OF THE ABANONED ATCHISON TOPEKA AND SANTA FE RAILWAY COMPANY AS FOUND RECORDED IN BOOK 3806 OF OFFICIALS RECORDS PAGE 742, YAVAPAI COUNTY RECORDS, ALL LOCATED IN SECTION 29, TOWNSHIP 14 NORTH, RANGE 2 WEST, OF THE GILA AND SALT RIVER BASIN AND MERIDIAN, YAVAPAI COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERLY CORNER OF ABOVE SAID LOT 1, AMENDED PLAT OF BLOCK 5 FORBING PARK, BEING A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF ADAMS STREET MARKED WITH A ONE-HALF INCH REBAR WITH PLASTIC CAP STAMPED "RLS 27737";

THENCE NORTH 24°50'30" EAST 602.00 FEET ALONG THE WESTERLY LINES OF LOTS 1, 2, 3, 4 BLOCK 5 AMENDED PLAT AND THE NORTHEASTERLY EXTENSION THEREOF TO THE POINT OF INTERSECTION WITH THE SOUTHERLY RIGHT-OF-WAY LINE OF IRON SPRINGS ROAD AS RECORDED IN BOOK 4447 OF OFFICIAL RECORDS, PAGE 145, YCR MARKED WITH A NAIL AND BRASS TAG "RLS 27737";

THENCE SOUTH 41°12'05" EAST 42.54 FEET ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF IRON SPRINGS ROAD TO A POINT MARKED WITH A NAIL AND BRASS TAG "RLS 27737";

THENCE SOUTH 37°59'09" EAST 259.80 FEET ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF IRON SPRINGS ROAD TO THE INTERSECTION WITH THE EASTERLY RIGHT-OF-WAY LINE OF ABOVE SAID ABANDONED KILE STREET MARKED WITH A 3 INCH BRASS CAPPED MONUMENT;

THENCE SOUTH 24°50'30" WEST 466.97 FEET ALONG THE EASTERLY RIGHT-OF-WAY LINE OF ABANDONED KILE STREET TO THE INTERSECTION WITH THE NORTH RIGHT-OF-WAY LINE OF ADAMS DRIVE MARKED WITH A ONE-HALF INCH REBAR WITH PLASTIC CAP STAMPED "RLS 27737";

THENCE NORTH 64°58'12" WEST 270.00 FEET ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF ADAMS DRIVE TO THE POINT OF BEGINNING.

RESERVING A 60 FOOT PUBLIC UTILITY EASEMENT OVER THE ABOVE SAID ABANDONED KILE STREET RIGHT-OF-WAY

GENERAL NOTES:

COMPLIANCE:

ALL CONSTRUCTION AND GROUND DISTURBANCE ACTIVITIES ARE SUBJECT TO COMPLIANCE WITH THE REQUIREMENTS OF THE PRESCOTT CITY CODE RELATED TO ANY CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL, THIS APPLIES TO ALL STAGES OF CONSTRUCTION, INCLUDING HOME CONSTRUCTION AND LANDSCAPING ON INDIVIDUAL LOTS, EROSION AND SEDIMENT CONTROL MEASURES MUST BE MAINTAINED UNTIL ALL SITES HAVE BEEN PERMANENTLY STABILIZED.

WATER NOTE:

THIS SUBDIVISION IS LOCATED WITHIN THE WATER SERVICE AREA OF THE CITY OF PRESCOTT, ARIZONA, WHICH IS IN AN AREA DESIGNATED AS HAVING AN ASSURED WATER SUPPLY PURSUANT TO SECTION 8 OF ARS 45-576

FLOOD ZONE INFORMATION

SUBJECT PROPERTY IS NOT LOCATED WITHIN THE FEMA FLOOD HAZARD BOUNDARIES ON THE FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 040098 MAP NUMBER 04025C2061H EFFECTIVE DATE 03-06-2018 REVISED BY LOMR JULY 31, 2024.

ZONING

ALL CONSTRUCTION SHALL COMPLY WITH CITY CODES AND SETBACK DIMENSIONS AS PER THE CITY OF PRESCOTT BR ZONING DISTRICT

SURVEYOR'S CERTIFICATE

I, DUANE FAMAS, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF ARIZONA, REGISTRATION NO. 27737, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED BY AN ACTUAL AND ACCURATE SURVEY OF THE LAND; THAT THE SURVEY AND SUBDIVISION OF THE PREMISES DESCRIBED AND PLATTED HEREON WAS MADE BY ME OR UNDER MY DIRECT SUPERVISION DURING THE MONTH OF FEBRUARY 2026 AND THE MONUMENTS SHOWN ACTUALLY EXIST, AND THEIR POSITIONS ARE ACCURATELY SHOWN; AND THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED; AND THAT THE ABOVE STATEMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Duane Fammas
DUANE FAMAS RLS 27737
REGISTERED LAND SURVEYOR
27737
DUANE FAMAS
3-2-26
STATE OF ARIZONA U.S.A.

CITY ZONING CERTIFICATE

THIS PLAT IS HEREBY APPROVED BY THE CITY OF PRESCOTT COMMUNITY DEVELOPMENT DIRECTOR

ON THIS _____ DAY OF _____ 2026

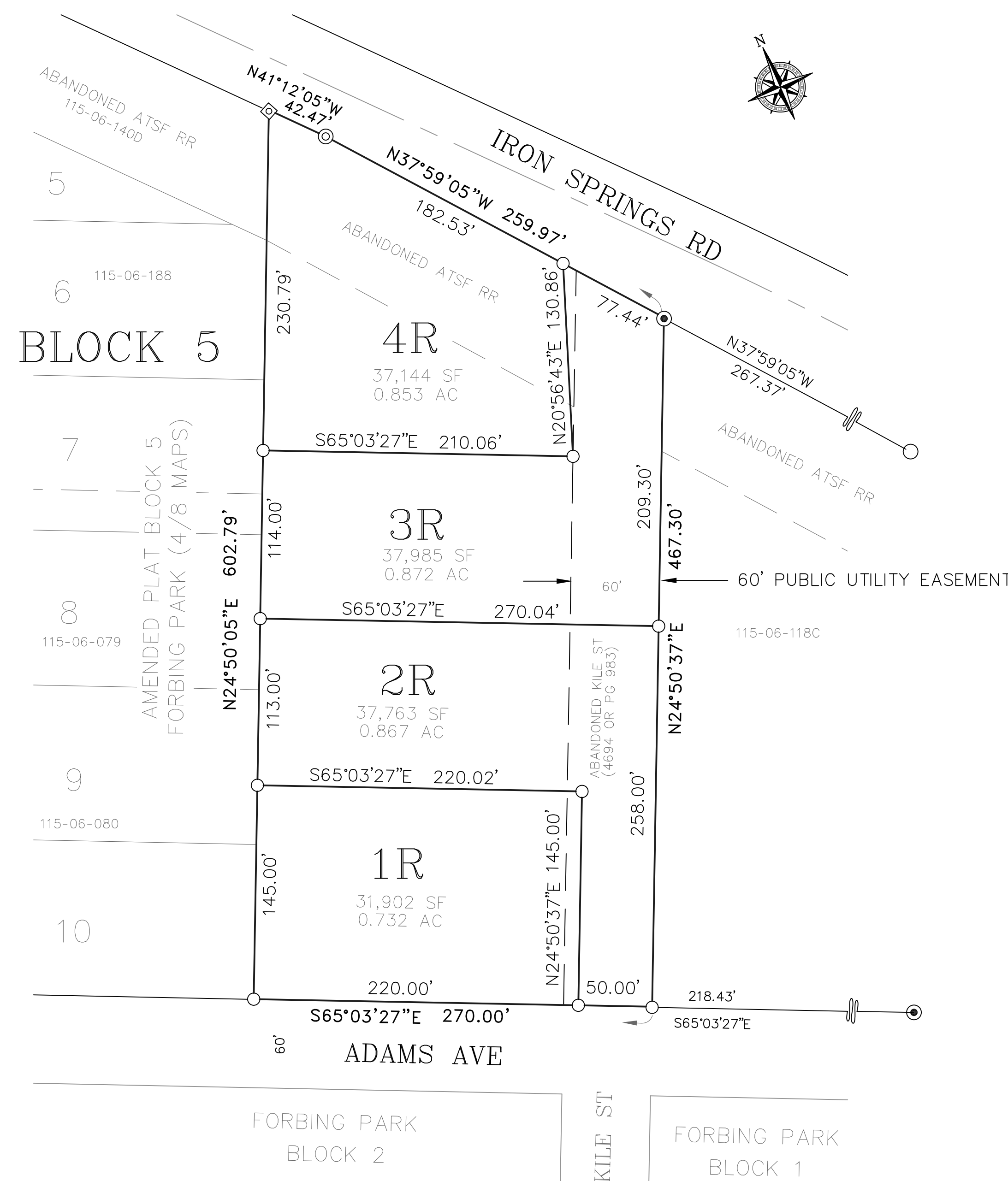
COMMUNITY DEVELOPMENT DIRECTOR

PUBLIC WORKS CERTIFICATE

THIS PLAT IS HEREBY APPROVED BY THE CITY OF PRESCOTT PUBLIC WORKS DEPARTMENT

ON THIS _____ DAY OF _____ 2026

PUBLIC WORKS DIRECTOR



DECLARATION

KNOW ALL MEN BY THESE RESULTS:

THAT KILE STREET ENTERPRISES LLC. AS THE SOLE OWNER HAS REPLATTED LOTS 1, 2, 3, AND 4 OF THE AMENDED PLAT OF BLOCK 5 FORBING PARK AS FOUND RECORDED IN BOOK 4 OF MAPS, PAGE 8, YAVAPAI COUNTY RECORDS (YCR), AND THAT PORTION OF KILE STREET ABANDONED BY ORDINANCE NO. 4657-0859 AS DESCRIBED IN BOOK 4694 OF OFFICIAL RECORDS, PAGE 983, YCR., AND A AND A PORTION OF THE ABANDONED ATSF RAILWAY RIGHT-OF-WAY AS FOUND RECORDED IN BOOK 3806 OF OFFICIAL RECORDS, PAGE 742, YCR, ALL LOCATED IN SECTION 29, TOWNSHIP 14 NORTH, RANGE 2 WEST, OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, ARIZONA AND HAVE RESUBDIVED UNDER THE NAME OF "REVISION OF PLAT BLOCK 5R FORBING PARK" AND HEREBY PUBLISHES THIS PLAT AS AND FOR REVISION OF PLAT BLOCK 5R PARK AND DECLARES THAT:

1. THIS PLAT COMBINES ALL THOSE PORTIONS OF LOTS 1, 2, 3 & 4 AMENDED PLAT OF BLOCK 5 FORBING PARK WITH THOSE PORTIONS OF ABANDONED KILE STREET AND ABANDONED ATSF RAILWAY TO CREATE 4 NEW LOTS AS SHOWN HEREON.
2. THE NEWLY CREATED LOTS SHALL HEREAFTER BE KNOWN AS LOTS 1R, 2R, 3R & 4R BLOCK 5R FORBING PARK
3. THE NEWLY CREATED LOTS ARE SUBJECT TO ALL MATTERS OF RECORD AFFECTING THE ORIGINAL LOTS.

IN WITNESS WHEREOF:

KILE STREET ENTERPRISES, LLC AN ARIZONA LIMITED LIABILITY COMPANY HAS HEREUNTO CAUSED IT'S NAME TO BE AFFIXED AND THE SAME TO BE ATTESTED BY THE SIGNATURES OF LISA FISHER HADLEY, DAVID WAYNE FISHER, AND PATRICK HENRY FISHER BEING DULY AUTHORIZED TO DO SO ON THIS _____ DAY OF _____ 2026.

LISA FISHER HADLEY
MANAGING MEMBER

DAVID WAYNE FISHER
MANAGING MEMBER

PATRICK HENRY FISHER
MANAGING MEMBER

ACKNOWLEDGMENT

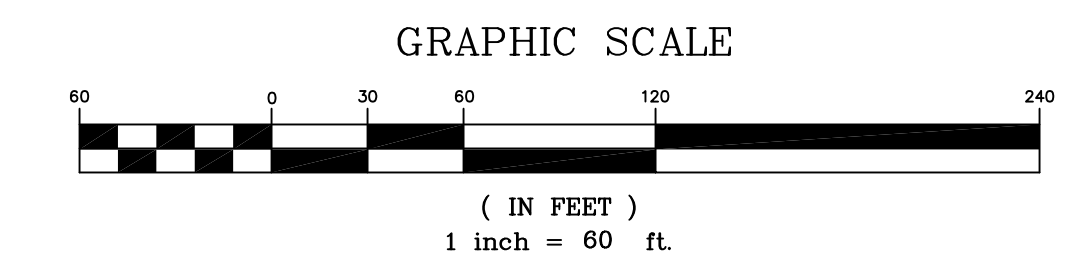
STATE OF ARIZONA } ss
COUNTY OF YAVAPAI

ON THIS _____ DAY OF _____ 2026, BEFORE ME THE THE UNDERSIGNED NOTARY PUBLIC, DID PERSONALLY APPEAR LISA FISHER HADLEY, DAVID WAYNE FISHER AND PATRICK HENRY FISHER MANAGING MEMBERS OF KILE STREET ENTERPRISES LLC. AN ARIZONA LIMITED LIABILITY COMPANY, WHO ACKNOWLEDGED THEMSELVES TO BE THE PERSONS WHOSE NAMES APPEARS ABOVE, AND BEING AUTHORIZED TO DO SO HAVE EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES THERIN CONTAINED.

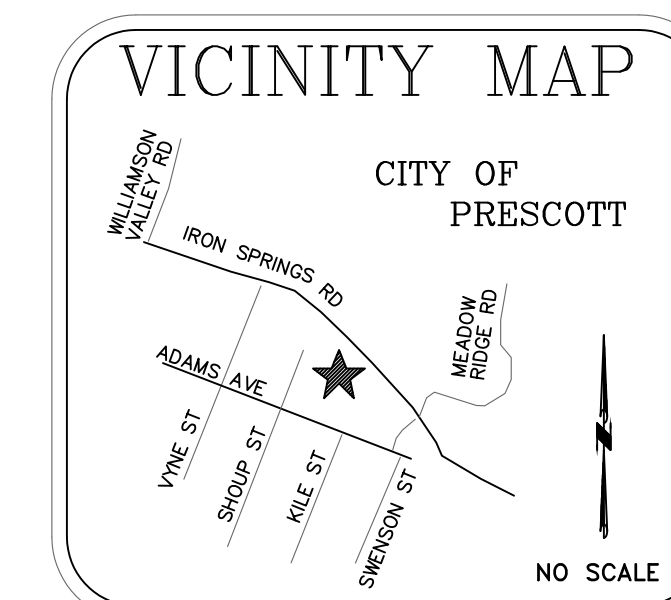
IN WITNESS THEREOF I SET MY HAND AND SEAL

NOTARY PUBLIC

MY COMMISSION EXPIRES _____



36" X 24"
SHEET SIZE



YAVAPAI COUNTY RECORDER
RECORDED AT REQUEST OF CITY OF PRESCOTT

REMARKABLE
LAND SURVEYING, INC.

PO BOX 4075 PRESCOTT, AZ 86302
PHONE (928)-925-0072

SURVEY FOR: KILE STREET ENTERPRISES LLC
DATE DRAWN: 6/21/25 FILE NO.: 010Y25
AMENDED: 3/2/2026 SHEET 1 OF 1

LEGEND

- = FOUND BRASS CAPPED RIGHT-OF-WAY MONUMENT
- = FOUND 1/2" REBAR OR AS NOTED
- ⊙ = SET NAIL AND BRASS TAG "RLS 27737" (R6)
- ⊕ = SET PK NAIL AND WASHER "RLS 27737" (R6)
- = SET 1/2" REBAR WITH PLASTIC CAP (R6) STAMPED " FAMAS RLS 27737"
- () = RECORD INFORMATION PER DEED OR PLAT
R1 BOOK 4 OF MAPS, PAGE 8
R2 BOOK 77 OF LAND SURVEYS, PAGES 43-45
R3 BOOK 3806 OFFICIAL RECORDS, PAGE 742
R4 BOOK 4447 OFFICIAL RECORDS, PAGE 142, 145
R5 INSTRUMENT 2024-0021232 MAP
R6 INSTRUMENT 2025-0015852 LS

BASIS OF BEARING IS GEODETIC NORTH BASED ON GPS OBSERVATION AND STATE PLANE COORDINATES 1983 ARIZONA CENTRAL ZONE 0202