



City of Prescott
Planning & Zoning Commission

March 12, 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 9:00 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.

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 objectionable and removal appropriate.

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

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.

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