



City of Prescott Board of Adjustment

May 21, 2026 | 9:00 AM
201 N. Montezuma Street
Council Chambers, 1st Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Chair Teeters called the meeting to order at 9:00 a.m.

2. ROLL CALL

Tony Teeters, Chair
Miriam Haubrich, Vice Chair
Tom Davis, Member
Mark Hokeness, Member
Tom Hutchison, Member
Larry Meads, Member
Rick Kimery, Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of the April 16th, 2026, Board of Adjustment Meeting Minutes.

MOTION BY MEMBER DAVIS TO APPROVE THE APRIL 16, 2026, MEETING MINUTES AS SUBMITTED; SECONDED BY MEMBER MEADS: PASSED (7-0).

- B. **V26-006:** Request for a Variance to Article 3, Section 3.9.3.F (MF-M/Minimum Setbacks) of the City's Land Development Code (LDC) Allowing for a Reduction of the Required 7' Side Setback by 4' Resulting in a 3' Side Setback for an Existing Deck Attached to the Residence. Zoning: MF-M (MH) (Multi-Family/Medium Density). Property owner: Karen Dille. Applicant: Northland Exploration Surveys Inc. Location: APN:113-14-068, 238 Meany Street.

Prior to starting this item there was discussion about a potential perceived conflict of interest with Vice Chair Haubrich and Habitat for Humanity who was present and representing V26-006. Vice Chair Haubrich recused herself from the item and left the meeting.

Community Planner Tammy Dewitt gave a presentation and informed the board that the request before them was for Variance to Article 3, Section 3.9.3.F (MF-M/Minimum Setbacks) of the City's land Development Code (LDC) to allow for a reduction of the required 7' side setback by 4' resulting in a 3' side setback for a deck attached to the residence.

Ms. Dewitt stated that the property was zoned Multi-Family Medium Density (MF-M) and original construction was finalized in December 2020. She added that behind the property, there is an open space easement which was platted and the initial site plan that was approved confirmed a concrete patio on the back that encroached the open space easement. During the construction phase, a side deck was built on site. Due to the pandemic, no revised site plans were found, however a certification of occupancy issued in December of 2020 showed a 60sf deck. Staff reviewed the project against all variance review criteria of LDC Section 9.13.

Member Hutchinson asked if the city made an error and how it can be assured that it will not occur again.

Ms. Dewitt confirmed and emphasized that staff consistently operate with the highest level of diligence to prevent oversight. She added that the department remains dedicated to resolving the current matter and ensures future consistency.

Member Hokeness asked if the property owner of Lot #4 had been contacted or had concerns with the proposed modifications to resolve the encroachment issue.

Ms. Dewitt stated that staff have been working with both property owners, and adjacent owner of Lot-4 will need to sign off the documents agreeing to property line reconfiguration.

Habitat for Humanity Representative Debbie Duley confirmed that the second property owner took title July 2025. Upon title ownership, the owner signed documentation agreeing to lot modifications and signed documents confirming their formal consent to the proposed modifications to remedy the setback issue and will sign the plat when needed. In addition, to remedy the encroachment, an exchange surrendering to the western boundary, the property owner will acquire lot line from the eastern boundary which will take motion in the future, currently the only matter is to solve the subject's property. However, moving forward, this boundary adjustment ensures the remaining parcel designated to Lot #3R will maintain the minimum lot size required for the specific zoning district.

Member Meads asked if there were any implications that the county has an interest in or will there be any conflict between county and the city.

Ms. Dewitt confirmed this matter is not in county's jurisdiction.


MOTION BY MEMBER HOKENESS TO APPROVE V26-006; SECONDED BY MEMBER DAVIS: PASSED (6-0). VICE CHAIR HAUBRICH RECUSED

4. STAFF UPDATES


Ms. DeWitt informed the board members that there may be an application for the June Board of Adjustments Meeting and staff will follow up at a later date once confirmed.

5. ADJOURNMENT

Chair Teeters adjourned the meeting at 9:17 a.m.



Anthony Teeters, Chair



Karen Compean, Board Secretary