



# PLANNING & ZONING COMMISSION A G E N D A

**PLANNING & ZONING COMMISSION  
REGULAR MEETING / PUBLIC HEARING  
THURSDAY, OCTOBER 31, 2013  
9:00 AM**

**COUNCIL CHAMBERS  
CITY HALL  
201 S. CORTEZ STREET  
PRESCOTT, ARIZONA  
(928) 777-1207**

The following agenda will be considered by the **PLANNING & ZONING COMMISSION** at its **REGULAR MEETING / PUBLIC HEARING** to be held on **THURSDAY, OCTOBER 31, 2013, at 9:00 AM** in **COUNCIL CHAMBERS, CITY HALL**, located at **201 S. CORTEZ STREET**. Notice of this meeting is given pursuant to *Arizona Revised Statutes*, Section 38-431.02.

**I. CALL TO ORDER**

**II. ATTENDANCE**

**MEMBERS**

Tom Menser, Chairman  
Ken Mabarak, Vice Chairman  
Joseph Gardner  
Timothy Greseth

George Sheats  
Don Michelman  
Terry Marshall

**III. REGULAR ACTION ITEMS**

1. Approval of the September 12, 2013 meeting minutes.
2. SI13-002 - Site plan approval for a 160 unit rental apartment complex Planned Area Development on 5 acres. Zoning is Multifamily High density (MF-H). Property is located at 3141 Willow Creek Road. APN is 106-20-006. Applicant is Tim Emberlin. Project planner is George Worley, 777-1287.

**IV. PUBLIC HEARING ITEMS**

**V. CITY UPDATES**

**VI. SUMMARY OF CURRENT OR RECENT EVENTS**

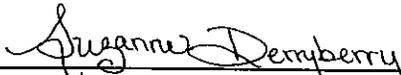
**VII. ADJOURNMENT**

THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. WITH 48 HOURS ADVANCE NOTICE, SPECIAL ASSISTANCE CAN BE PROVIDED FOR SIGHT AND/OR HEARING IMPAIRED PERSONS AT PUBLIC MEETINGS. PLEASE CALL 777-1272 OR 777-1100 (TDD) TO REQUEST AN ACCOMMODATION TO PARTICIPATE IN THIS MEETING.

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### CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall and on the City's website on October 25, 2013 at 10:00 a.m. in accordance with the statement filed with the City Clerk's Office.



Suzanne Derryberry, Administrative Specialist  
Community Development Department



**PLANNING & ZONING COMMISSION  
REGULAR MEETING / PUBLIC HEARING  
SEPTEMBER 12, 2013  
PRESCOTT, ARIZONA**

**MINUTES of the PRESCOTT PLANNING & ZONING COMMISSION held on September 12, 2013 at 9:00 AM in COUNCIL CHAMBERS, CITY HALL, 201 S. CORTEZ STREET, PRESCOTT, ARIZONA.**

**I. CALL TO ORDER**

Chairman Menser called the meeting to order at 9:00 a.m.

**II. ATTENDANCE**

<b>BOARD MEMBERS</b>	<b>STAFF MEMBERS</b>
Tom Menser, Chairman	George Worley, Planning Manager
Ken Mabarak, Vice Chairman	Tom Guice, Community Development Director
Don Michelman	Suzanne Derryberry, Administrative Specialist
George Sheats	Ruth Traxler, City Planner
Terry Marshall	Matt Podracky, Senior Assistant City Attorney
Joe Gardner	Scott Tkach, City Engineer
<b>BOARD MEMBERS ABSENT</b>	<b>COUNCIL PRESENT</b>
Tim Greseth	Jim Lamerson
	Len Scamardo
	Marlin Kuykendall, Mayor

**III. REGULAR ACTION ITEMS**

1. Approval of the August 29, 2013 meeting minutes.

Mr. Michelman, MOTION to approve the minutes of the August 29, 2013 meeting.  
Mr. Mabarak, 2<sup>nd</sup>. VOTE 6-0; passed.

2. CC13-003, Comprehensive Sign Plan for the Depot Marketplace. APNs: 113-18-004, 113-18-003B, 113-18-003A, 113-18-002, 113-18-007, 113-18-006, and 113-18-005, totaling 11.5 acres. Located at the intersection of East Sheldon Street and South Montezuma Street. Zoning is Business Regional. Request is to amend existing Comprehensive Sign Plan to modify and add additional monument signage. Owner is Depot Marketplace Investors, LLC and M & I Marshall & Ilsley Bank. Applicant is Signs Plus. Planner is Ruth Traxler, 777-1319.

Ms. Traxler reviewed the staff report and indicated that the proposal was an amendment to the existing Comprehensive Sign Plan for the Depot Marketplace. She indicated that the original plan had been approved in 1991 and then in 2009 it

had been amended to allow for new additional wall signage; aside from that, the comprehensive sign plan was fairly original.

Ms. Traxler stated that the amendment would affect the monument sign locations only; there were four existing monuments signs at the site. The original proposal that was reviewed by staff showed an expansion of the monument sign at the corner of Sheldon and Montezuma and also showed a new monument sign located next to the Historic Depot Building which had also been reviewed by the Historic Preservation staff.

Ms. Traxler continued by going through each of the sign details in regards to the proposed changes. She concluded by stating that staff had recommended approval of CC13-003.

Various discussions were related to the alternate location of the monument sign.

Mr. Michelman wanted to know how the bank felt about the proposed sign changes. Ms. Traxler stated that they were aware of the proposed changes and that they had negotiated one of the tenent panel spots in exchange for increasing the size of the sign.

Mr. Michelman discussed the ratio of total square footage of signage compared to building size. Ms. Traxler stated the new proposed sign was approximately 32 sf of actual signage and text.

Mr. Michelman discussed the location of the monument signage as well as concerns regarding the flow the traffic. Ms. Traxler stated that the Traffic Engineer, as well as the Public Works Department, had reviewed the Comprehensive Sign Plan and it was determined that it would not trigger the need for any further traffic studies.

Scott Tkach, City Engineer, stated that the proposal had gone through the Public Works process for evaluation and it was determined there were no necessary modifications needed, however, he noted that it was not unusual to study a project after it had been constructed.

Mr. Marshall discussed the landscaping. Ms. Traxler stated that if they remove any of the landscaping they would be required to replace it.

Various members of the commission and staff discussed the alternate location for the monument sign as well as the reasons why Historic Preservation had been opposed to the original location.

Mr. Menser made a call to the public; there were no comments.

Mr. Michelman, MOTION to approve CC13-003, an amendment to the Comprehensive Sign Plan for the Depot Marketplace, for expansion of the existing monument sign located at the corner of Sheldon Street and Montezuma Street and for the alternate location for the monument sign on Sheldon Street, subject to the site plan and details dated September 5, 2013 and meeting applicable sight triangle requirements. Also, after a period of time, the city will check the traffic condition and the traffic flow near the exit. Mr. Sheats, 2<sup>nd</sup>. VOTE 6-0; passed.

3. RP13-001, Revision of Plat in the Dameron Park Addition. APN: 113-01-019A, totaling 0.48 acres. Located at the intersection of East Merritt Street and 4th Street. Zoning is Industrial Transition. Request is to revise the plat to configure two lots. Owner and applicant is Donald Grier. Planner is Ruth Traxler, 777-1319.

Ms. Traxler reviewed the staff report and indicated that the plat had not been amended at the subject location since the original plat had been recorded. The proposed amendments to the Dameron Park addition were reconfigurations of three lots into just two lots.

Ms. Traxler displayed information on the overhead projector for the commissioners to review and noted that the existing buildings were nonconforming; the lots should have been revised at some point prior to the buildings being constructed. She noted that in order for the property owner to be able to sell the building on the southern half of the property it would require the new lot lines to divide the properties.

Ms. Traxler concluded by stating staff recommended approval of RP13-001.

Don Greer, 1800 Timber Cove Lane, discussed his reasons for the Revision of Plat as well as the buildings already located on the properties.

Mr. Sheats, MOTION to recommend approval of RP13-001, a Revision of Plat in the Damerson Park Addition to reconfigure two lots in accordance with Exhibit A, Revision of Plat, and Exhibit B, site plan. Mr. Mabarak, 2<sup>nd</sup>. VOTE 6-0; passed.

4. PP13-001, Preliminary Plat for a portion of the Granite Dells Estates. APNs: 103-04-001L and 103-04-001P, totaling 165 acres. Located generally south of the Granite Dells Parkway and State Route 89 interchange. Zoning is Single-Family 6 and Business General. Request is for approval of a preliminary plat for 208 residential lots and 2 commercial lots on 133 acres. Owner is Granite Dells Estates Properties, Inc. Applicant is Lyon Engineering. Planner is Ruth Traxler, 777-1319.

Discussions related to the Preliminary Plat are listed under RZ13-002.

Mr. Gardner, MOTION to recommend approval fo PP13-001, a Preliminary Plat for Phase 1A of Granite Dells Estates, subject to the following condition:

- a. Subdivision identification signage locations must be shown on the Final Plat. Signage must be located in a sign easement or a common area maintained by the property owner's association.
- b. Design details for cul-de-sac with a 50 foot right-of-way radius approved by the engineering and fire departments must be revised prior to the Preliminary Plat approval at council.
- c. Typical setback details must be revised prior to Preliminary Plat approval at council showing a minimum of 20 foot front setback

Mr. Mabarak, 2<sup>nd</sup>. VOTE 6-0; passed

#### IV. PUBLIC HEARING ITEMS

1. RZ13-002, Rezoning of a portion of the Granite Dells Estates. APN: 103-04-001L, totaling 157 acres. Located generally south of the Granite Dells Parkway and State Route 89 interchange. The request is for a rezoning of 3 acres to Single-Family 6 from Business General. Owner is Granite Dells Estates Properties, Inc. Applicant is Lyon Engineering. Planner is Ruth Traxler, 777-1319.

Ms. Traxler reviewed the staff report and indicated that the rezoning was three acres total of the entire master plan community. It was primarily being requested due to financing purposes. She continued by displaying a map on the overhead projector indicating the areas discussed which were part of the proposal.

Ms. Traxler indicated that the Preliminary Plat was Phase 1A of the Granite Dells Estates entire project which contained 208 residential lots and 2 commercial lots. The residential lots ranged in size from approximately 6,500 square feet up to 21,000 with allowable lot coverage of 50%.

Additional discussions by staff and commissioners consisted of the proposed setbacks, planned area development, homeowner's associations, subdivision signage locations, parking requirements, open space, and the new fire codes related to cul-de-sac's.

Jason Gisi, 3260 Lakeside Village Drive, discussed the connection between Centerpointe East and Dells Ranch Road and the all weather surface which would allow them the time to work through their phasing so the Fire Department could have access through the connection until it could be paved.

Mr. Gisi and various members of the commission discussed connections throughout the Granite Dells Parkway and fire access with a crash gates.

Mr. Tkach stated that the Engineering Department and the Fire Department would be meeting the following week to review all of the transportation geometrics as well as all of the water infrastructure. Mr. Sheats discussed the master drainage plan and wanted to know if there were any planned changes. Mr. Tkach stated that they had been working with the developer for the past couple years looking at a master drainage plan; there would be a regional channel that most of the water would drain into and that channel would be oversized in its initial construction to accommodate for future capacity.

Mr. Menser called for any other comments; there were none.

Mr. Gardner, MOTION to recommend approval fo RZ13-002, a rezoning from Business General to Single-Family 6. Mr. Sheats, 2<sup>nd</sup>. VOTE 6-0; passed.

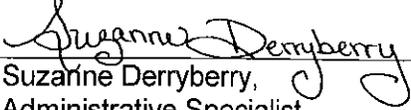
#### V. CITY UPDATES

Mr. Worley informed the commission that the community residences ordinance changes would be going to council the following week.

VI. SUMMARY OF CURRENT OR RECENT EVENTS

VII. ADJOURNMENT

Chairman Menser adjourned the meeting at 9:54a.m.

  
Suzanne Derryberry,  
Administrative Specialist

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Tom Menser, Chairman

**SI13-002 Willow Creek Apartments  
SITE PLAN - PAD**

COMMUNITY DEVELOPMENT - PLANNING & ZONING DIVISION  
PLANNING & ZONING COMMISSION  
STAFF REPORT  
October 31, 2013

**TO:** Planning Commission Members

**FROM:** Tom Guice, Community Development Director   
George Worley, Planning manager 

**DATE:** October 24, 2013

**FILE NO.** SI13-002

**SUBJECT:** Site Plan and PAD approval for Willow Creek Apartments

**APN:** 106-20-006                      **ZONING:** MF-H

**APPLICANT:** Chris Fergis  
Fergis and Associates Architects  
7227 N. 16<sup>th</sup> Street, Suite 212  
Phoenix, AZ 85020

**OWNERS:** Tim Emberlin

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**SUMMARY**

This is a request for a Site Plan Approval for a Planned Area Development (PAD) consisting of 160 rental apartment units. The site is a five acre parcel zoned Multifamily High Density (MF-H). It is located east of Willow Creek Road and is accessed by an unnamed road right of way entering the site at its northwest corner. This road will have to be constructed to provide access to the site. The site is partially within the Commercial Corridor Overlay (CCO) along Willow Creek Road and is therefore subject to all of the requirements therein. CCO requirements are discussed below.

The MF-H district requires setbacks of 20 feet for the front and rear and 7 feet on the side. The proposed site plan meets or exceeds these requirements. The district maximum building height is 40 feet and the proposed building designs are at or below that height. The maximum lot coverage is permitted to be 50 percent. This is the area within the building foot prints of all of the buildings on the site. This design indicates 39 percent lot coverage. All other site design criteria of the LDC appear to have been met by this proposal.

This request is submitted as a PAD to attain the maximum density of 160 units allowable under the MF-H zoning district. Under standard MF-H development criteria, 153 units can be achieved. The difference lies in the method established to calculate density. Under the standard approach the land area required for the first three (3) units is 7500 square feet, with 1400 square feet required for each additional unit. Under the PAD approach the density is calculated simply by dividing the total site area by 1361 square feet to derive the number of units allowed.

To qualify for the PAD designation the development must meet certain additional requirements, per LDC 9.5 or receive exceptions to those requirements by the City Council. PAD developments are expected to provide 25 percent of the site as open space. In this design 26 percent is proposed. Setback areas and the open spaces between buildings were counted in the calculation. When PAD's are requested, it is anticipated that the development is providing something of benefit to the community or the surrounding neighborhood. In this case the development is focused on rental units priced to meet the definition of workforce housing as adopted in the 2005-2010 Water Management Policy. While the project does not qualify for Workforce Housing water allocation under the policy because it is a rental apartment complex, it will provide workforce priced housing, which is something identified and encouraged in the General Plan as a community need.

#### **EXTERIOR BUILDING FINISH MATERIALS**

This project lies within the Willow Creek CCO. The CCO includes standards and guidelines for building design, colors, landscaping and treatment of signs. The building design presented includes required architectural elements to break up the mass of the structures (see color renderings). The finish materials for the exterior of the building and roof meet the light reflectance value (LRV) of the CCO (no more than 60 LRV). Any roof-mounted equipment will be screened and/or painted to match the roof. Color exhibits of the elevation drawings will be discussed further by the applicant during his presentation at the Planning & Zoning meeting.

#### **PARKING AND CIRCULATION**

For Apartments parking is calculated based upon the number of bedrooms, plus a number of guest parking spaces. There are a total of 108 one bedroom units, requiring 108 parking spaces. There are 52 two bedroom units, requiring 104 parking spaces. There are 20 required guest parking spaces. The total required is 232 parking spaces. The site plan indicates 233 spaces. The parking areas will require landscaping islands separating each bank of 10 parking stalls and the site plan meets this requirement. Sufficient Handicapped parking spaces are shown, though their locations may change depending upon the location of Handicapped Accessible units.

Access to this site will occur from Willow Creek Road via the unnamed road right of way at the northwest corner of the site. The intersection is not signalized and there are no plans for signalization. The intersection is on a relatively long, straight segment of Willow Creek Road that affords good sight visibility in both directions.

A City standard roadway section will have to be constructed in the unnamed road right of way to provide access to the site. Grading of the site and the construction of the roadway

will likely have to be completed prior to issuance of building permits for the Apartment buildings.

### **LIGHTING**

A lighting photometric plan must be submitted and approved per the Outdoor Lighting Code prior to issuance of building permits. Parking lot and exterior building lighting fixtures will be required to be full cut-off type fixtures and will be required to conform to the provisions of Section 6.11 of the LDC, including the prevention of light trespass onto any adjoining property.

### **LANDSCAPING**

Parking area landscape islands will be required in numbers sufficient to equal one island for every ten parking spaces with shrubs and a tree placed in each. Additional landscaped areas are shown for the ends of each parking aisle. Additional landscaped areas are shown at the entry to the site and in the setback and buffer areas on the four sides of the site.

Foundation planting areas containing a mixture of trees and shrubs will be required around the buildings to provide relief for the building mass. Landscaped spaces between the buildings will provide buffers and some recreational space for residents. A detailed landscaping plan will be required with the Building Permit submittals.

### **SIGNAGE**

This project is permitted one free standing project identification sign of up to 24 square feet at the entry to the site. The site may also have one or more building signs totaling no more than 24 square feet.

### **WATER SERVICE AGREEMENT**

A water Service agreement for 160 apartment dwelling units will accompany this PAD request to the City Council for consideration.

### **RECOMMENDATION**

The site plan appears to meet all LDC site design requirements, including 25 percent open space for the PAD designation. As noted in the text, the project does not qualify for a Workforce Housing water allocation because it is a rental apartment complex, however, workforce priced housing is something identified in the General Plan as a community need. Balancing this request for six additional apartment units (via PAD) with the need for additional work force housing seemingly favors granting the PAD request. Should the P&Z Commission concur and recommend in favor of approval of this plan, both the PAD request and a Water Service Agreement will be forwarded to the City Council for their consideration.

Staff recommends approval of this site plan and PAD, subject to the conditions specified in the Suggested Motion.

**SUGGESTED MOTION**

*MOVE to recommend approval of SI13-002, the site plan for the Willow Creek Apartments, a PAD, with the following conditions of approval:*

- 1. Building and site design shall meet all requirements of the Commercial Corridor Overlay.*
- 2. City Council approval of a Water Service Agreement for the project.*

SI13-002

**WILLOW CREEK APARTMENTS**

**NARRATIVE**

Willow Creek Apartments is a 160 unit market rate apartment complex with a mix of 1 and 2 bedroom apartments and a community center. This project will utilize HUD financing.

The site is a 5 acre parcel located on Willow Creek Road and is currently zoned Multi-Family High Density. This zoning allows 154 units and a maximum of 160 units with a "PAD". We are requesting "PAD" zoning to allow for 160 units.

CHRIS FERGIS  
PH: 602-327-2682  
7227 N 16TH STREET SUITE 212  
PHOENIX AZ 85020  
FERGIS & ASSOCIATES, INC.

Applicant info

SI13-002

Parcel Report for APN: 106-20-006

Site Address:  
 3137 WILLOW CREEK RD  
 3139 WILLOW CREEK RD  
 3141 WILLOW CREEK RD  
 3143 WILLOW CREEK RD

Owner:  
 PARLAY LLC  
 1620 WILLOW CREEK RD  
 PRESCOTT AZ 863011108

Subdivision Name

Max Lot Coverage: 50%  
 Max Bldg Height: 35 ft  
 Setbacks:  
 Front: 20 ft  
 Side: 7 ft  
 Rear: 20 ft  
 Corner: 10 ft

Acres  
 Square Ft  
 TRS: T14 R2 S15

DOR Usage Code: Vacant  
 Description: 0011-VACANT RESIDENTIAL

Zoning Information  
 Zoning: MF-H

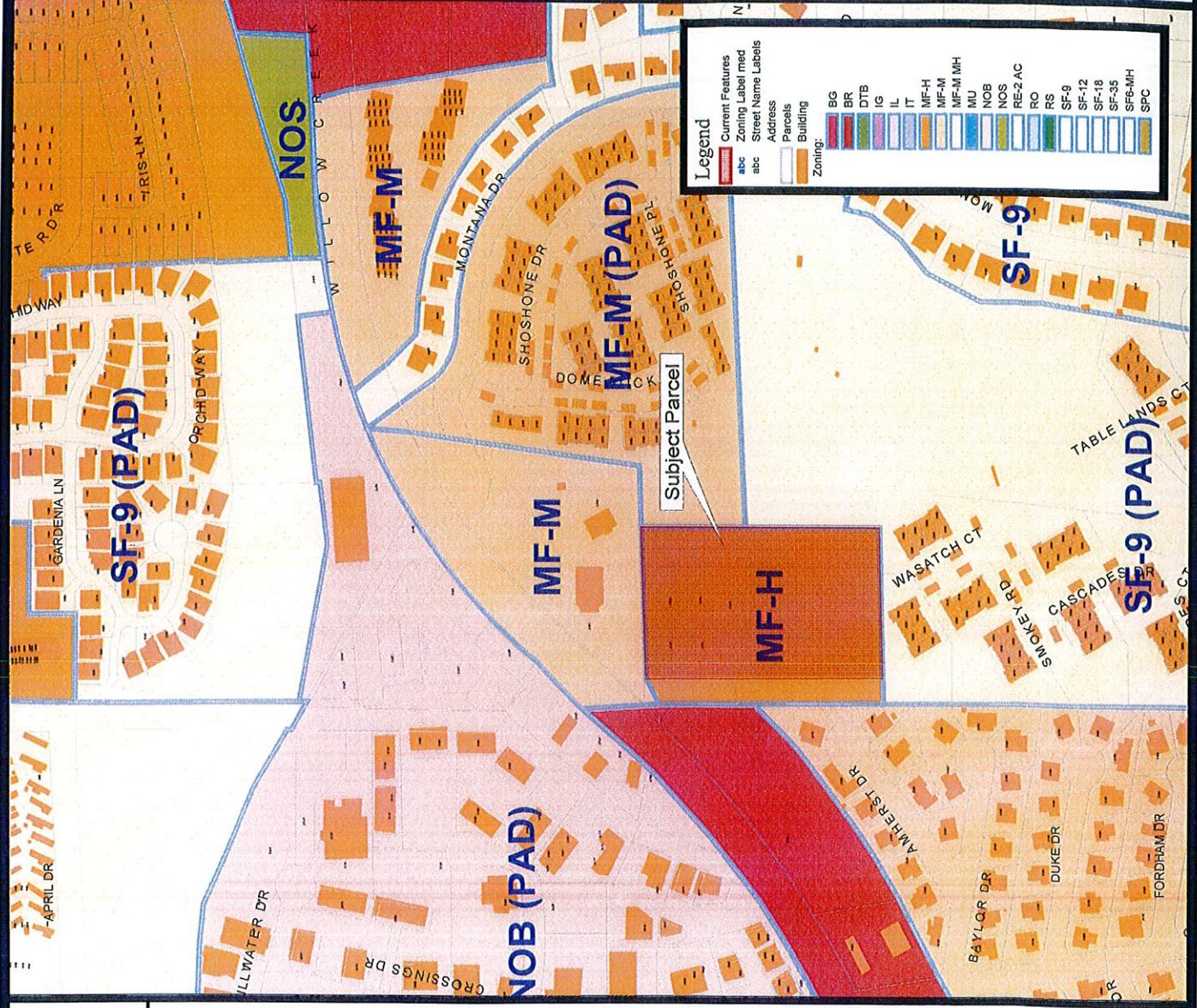
Flood Zone: X;  
 FIRM Panel: 04025C2055G

**Overlay District Information**

- H/PD District: Outside
- NR District: Outside
- Willow Creek District: Inside
- Whipple-Zuma District: Outside
- Hwy 69 District: Outside
- Prescott East Area Plan: Outside
- Prescott Enterprise: Outside
- Airport Noise District: Outside
- Wildlife Urban Interface: Outside

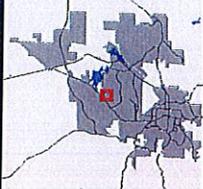
**Planner's Actions:**

- RZ-7807: Rezones
- Ord 1331
- CU-8513: Conditional Use Permits
- NONE



**Legend**

- Current Features
- Zoning Label med
- abc Street Name Labels
- Parcels
- Building
- Zoning:
  - BG
  - BR
  - DTB
  - IG
  - IL
  - IT
  - MF-H
  - MF-M
  - MF-M MH
  - MU
  - NOB
  - NOS
  - RE-2 AC
  - RO
  - RS
  - SF-9
  - SF-12
  - SF-18
  - SF-35
  - SFG-MH
  - SPC



3141 WILLOW CREEK RD

This map is a product of The City of Prescott



This document is a graphic representation only of best available sources. The City of Prescott assumes no responsibility for any errors.

Parcel Report for APN: 106-20-006

Site Address:  
(first 4 of 6 shown)  
3137 WILLOW CREEK RD  
3139 WILLOW CREEK RD  
3141 WILLOW CREEK RD  
3143 WILLOW CREEK RD

Owner:

PARLAY LLC  
1620 WILLOW CREEK RD  
PRESCOTT AZ 863011108

Subdivision Name:

Max. Lot Coverage: 50%  
Max. Bldg Height: 35 ft  
Setbacks  
Front: 20 ft  
Side: 7 ft  
Rear: 20 ft  
Corner: 10 ft

Acres  
Square Ft  
TRS

sq.ft.  
T14 R2 S15  
DOR Usage Code: Vacant  
Description: 0011-VACANT RESIDENTIAL

Zoning Information

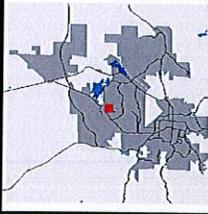
Zoning: MF-H  
Flood Zone: X;  
FIRM Panel: 04025C2055G

Overlay District Information

HPD District: Outside  
NR District: Outside  
Willow Creek District: Inside  
Wipple-Zuma District: Outside  
Hwy 69 District: Outside  
Prescott East Area Plan: Outside  
Prescott Enterprise: Outside  
Airport Noise District: Outside  
Wildlife Urban Interface: Outside

Planner's Actions:

RZ-7807: Rezones  
Ord 1331  
CU-8513: Conditional Use Permits  
NONE



3141 WILLOW CREEK RD

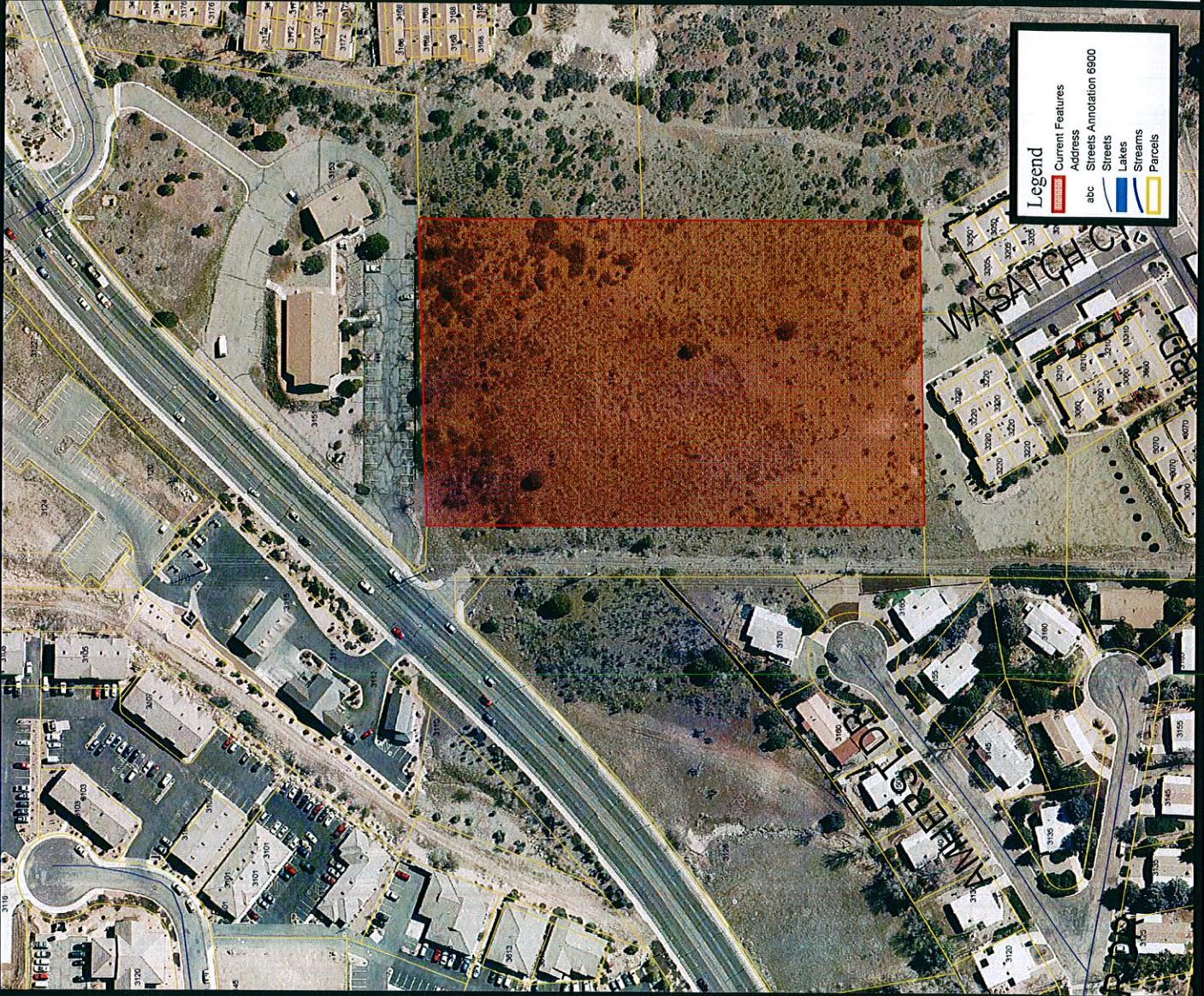
This map is a product of  
The City of Prescott



1" = 192'

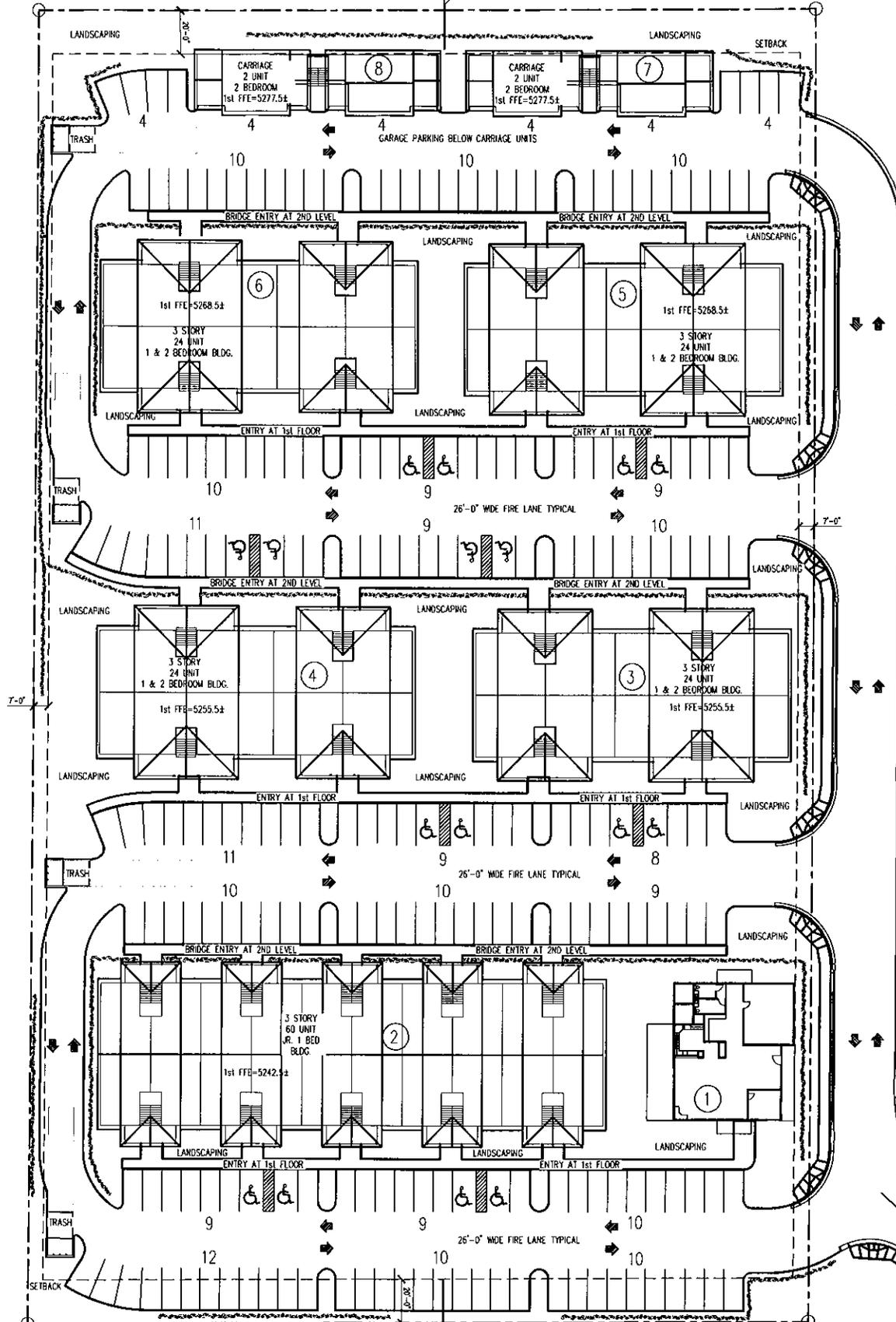
**Legend**

- Current Features
- Address
- Streets Annotation 6900
- Streets
- Lakes
- Streams
- Parcels



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