



**Planning and Zoning Commission**  
**Monday, March 9, 2020**  
**5:30 PM**  
**Library Auditorium**  
**7401 E. Skoog Blvd.**

----- Minutes -----

**I. Call to Order**

Chairperson Zurcher called the March 9, 2020, public meeting of the Planning and Zoning Commission to order at 5:30 p.m.

**II. Invocation**

✚ Invocation given by Gary Walker.

**III. Pledge of Allegiance**

**IV. Attendance**

Chairperson Zurcher asked for roll call attendance to be taken. Members present: Chairperson Zurcher, Vice-Chairperson Renken, Commissioner Musarra, Commissioner Rutherford, Commissioner Roberts, and Commissioner Yeater. Staff Present: Richard Parker, Director: Joe Scott, Planner, and Vikie Anderson, Administrative Supervisor.

**V. Approval of Minutes**

Chairperson Zurcher asked if the Commission had amendments to the minutes from the February 10, 2020, meeting. No revisions were submitted; thus, Chairperson Zurcher called for a motion to approve the minutes. Commissioner Roberts made the MOTION, seconded by Vice-Chairperson Renken, to approve the minutes from the February 10, 2020 Planning Commission meeting.

MOTION carried unanimously by voice call vote as follows: Chairperson Zurcher YES, Vice-Chairperson Renken YES, Commissioner Musarra YES, Commissioner Roberts YES, Commissioner Rutherford YES and Commissioner Yeater YES.

**MOTION carried with 6 ayes and 0 nays.**

**VI. Announcements**

✚ Chairperson Zurcher outlined the Planning Commission procedures and guidelines.

**VII. Public Hearing Items**

1. **ZMC20-002.** Upon the application of Prescott Charities, a request for a Zoning Map Change from C2-PAD (Commercial; General Sales and Services-Planned Area Development) to RS-PAD (Residential and Services-Planned Area Development) on a one (1) acre parcel located on the East side of Navajo Dr, 100 feet south of Eastridge Dr., Prescott Valley, AZ. Portion of APN 103-05-009J.

**PDP20-001.** (Action Item) Upon the application of Prescott Charities, a request for a Preliminary Development Plan for two (2) residential homes on a one (1) acre parcel located on the East side of Navajo Dr, 100 feet south of Eastridge Dr., Prescott Valley, AZ. Portion of APN 103-05-009J.

Chairperson Zurcher, stated that the Zoning Map Change (ZMC20-002) and the Preliminary Development Plan (PDP20-001) would be presented together, however, they require separate motions.

Joe Scott, Planner, reported that Prescott Charities is the property owner and 501(c)(3) organization in which Yavapai Exceptional Industries (YEI) operates. Yavapai Exceptional Industries (YEI) was founded in 1974 in Prescott with 12 employees, and also has facilities in Prescott Valley. Mr. Scott noted that YEI has been providing job training, employment, volunteer placements, and support services for developmentally disabled adult residents within the Central Highlands, and has a Staff of 45 full and part-time people that assist over 150 individuals daily at three training and employment facilities, including Prescott Valley, where people with disabilities can find gainful employment and a sense of personal pride. A few years ago the new Antelope Point @ Eastridge P.V Campus was established at 8594 Eastridge Dr. in the Eastridge Commercial Center at Navajo Dr. south of State Route 69.

Mr. Scott stated that attendant to YEI's mission of creating opportunities for adults with disabilities to contribute to their family, the community, and the economy, YEI has offered family-living in Prescott for 30 years. He noted that for 15 years the MODEL programs are "housed" in two beautiful homes, with six residents, Jack & Jill bathrooms, guest rooms for "visitors" and respite-hosts, and Host/Caregivers quarters. Mr. Scott indicated that all residents are self-caring and attend YEI employment programs full-time. Residents pay monthly, but the full costs of their attendance is subsidized by YEI's operating budget and hence rely on community philanthropy.

Mr. Scott stated that the proposed use of the subject property subject to this rezoning is for "Sterling Ranch @ Eastridge" that will extend YEI's model of Supported Family Living to their people in Prescott Valley. He added that the property is a short distance from the P.V. campus on Eastridge Drive and is accessible by ADA complaint sidewalks.

Mr. Scott reported that the purpose of the RS (Residential and Services) Zoning District is to provide for orderly and compatible development in transitional areas between residential and non-residential districts. He indicated that the RS District allows all principal and accessory uses and structures permitted in the R1L (Residential, Single-Family Limited and R2 (Residential: Multiple Dwelling Units) Districts and allows for institutions of an educational, religious, charitable or philanthropic nature. The requested RS-PAD zoning is intended to provide the most development flexibility for the property. Mr. Scott stated that following approval of the Preliminary Development Plan, and rezoning, a Final Development Plan will be submitted for approved by the Town Council.

Mr. Scott stated that the General Plan designation is “Community Commercial” which allows for both neighborhood and community serving uses. He noted that zoning districts compatible with the CC designation include: C1, C2, and RS. This housing development is congruent with Section 5.5 “Guiding Principles, Goals, and Policies” of Chapter 5 Housing Element of the *General Plan 2025*, which supports development that offers alternatives to traditional neighborhood design, and promotes housing development that accommodates the needs of all households, regardless of income, and also, supports new construction projects that meet the needs of targeted populations including the disabled.

Further, Mr. Scott stated that the Preliminary Development Plan shows the locations of the two (2) approximately 5,500 square foot residences and parking. He noted that each residence will contain six (6) residents, Jack & Jill bathrooms, guest rooms for “visitors” and host/caregivers quarters. He indicated that a more detailed site plan with landscaping and building elevations will be required to be submitted as a Final Development Plan for Town Council approval in conjunction with the approval of the rezoning Ordinance. Mr. Scott indicated that the facilities will be built, owned and operated by Prescott Charities, a 501 (c)(3) organization.

Mr. Scott reiterated that the Commission is asked to consider ZMC20-002 and PDP20-001 with separate motions, including the one (1) condition for the ZMC and the one (1) condition for the PDP.

Mr. Scott stated that Staff recommends approval of ZMC20-002 with one (1) condition:

1. Development shall generally occur consistent with the circulation patterns as illustrated on the Preliminary Development Plan and uses of the property shall be consistent with uses permitted in the RS PAD Zoning District and all Town Codes.

Continuing, Mr. Scott stated that Staff recommends approval of PDP20-001 with one (1) condition:

1. Approval by the Town Council of a Final Development Plan (FDP) as required by Town Code Article 13-19.

Chairperson Zurcher opened the item to questions or comments from the Commission.

Commissioner Rutherford asked about access to the property and if there would be a break in the median. Mr. Scott stated that there would not be another break in the median and they would have to make a U-turn at that location.

Chairperson Zurcher invited the applicant to address the Commission.

Brad Newman, Executive Director, YEI, addressed the Commission. Mr. Newman stated that Jeff Wasowicz , President of the Board of Directors of YEI, and Michael Taylor and Karena Rice, Taylor and Associates, were in the audience and all are involved in this project. Mr. Newman stated that this project is based on a model they have operated in Prescott very successfully for many years.

Vice-Chairperson Renken commented that he has lived in the area for many years and has had the opportunity to meet with YEI associates over the years and has witnessed the growth and success of YEI since its inception. Vice-Chairperson Renken expressed his appreciation for the services YEI has provided to the communities over the years.

Commissioner Yeater commented that the people that work there are unique and YEI is a remarkable business style.

Mr. Newman invited Commission members to tour the facility.

The Commission had no further questions for the applicant, therefore, Chairperson Zurcher opened the item to questions or comments from the public.

As there were no further questions or comments from the Commission or the public related to the item; Chairperson Zurcher called for a motion.

**Action ZMC20-002**

**Vice-Chairperson Renken moved to approve ZMC20-002 as submitted with one (1) condition and forward to the Town Council for approval.**

1. Development shall generally occur consistent with the circulation patterns as illustrated on the Preliminary Development Plan and uses of the property shall be consistent with uses permitted in the RS PAD Zoning District and all Town Codes.

Commissioner Yeater seconded the motion.

MOTION carried 6:0 by roll call vote as follows: Chairperson Zurcher YES, Vice-Chairperson Renken YES, Commissioner Musarra YES, Commissioner Yeater YES, Commissioner Rutherford YES and Commissioner Roberts YES.

**MOTION carried with 6 ayes and 0 nays.**

**Action PDP20-001**

**Commissioner Yeater moved to approve PDP20-001 as submitted with one (1) condition and forward to the Town Council for approval.**

1. Approval by the Town Council of a Final Development Plan (FDP) as required by Town Code Article 13-19.

Vice-Chairperson Renken seconded the motion.

MOTION carried 6:0 by roll call vote as follows: Chairperson Zurcher YES, Vice-Chairperson Renken YES, Commissioner Musarra YES, Commissioner Yeater YES, Commissioner Rutherford YES and Commissioner Roberts YES.

**MOTION carried with 6 ayes and 0 nays.**

**VIII. Action Items**

1. **PDP20-001.** Upon the application of Prescott Charities, a request for a Preliminary Development Plan for two (2) residential homes on a one (1) acre parcel located on the East side of Navajo Dr., 100 feet south of Eastridge Dr., Prescott Valley, AZ. Portion of APN 103-05-009J.

**\*\*This item was discussed and action taken subsequent to ZMC20-002.**

2. **RP19-015.** A request by Yavapai Food Bank for a Reversionary Plat to combine Prescott Valley Unit 16, amended Lot 6437-B with Santa Fe Subdivision Lots 6474-A and 6475-A, located at 8866 E. Long Mesa Dr., Prescott Valley, AZ.

Joe Scott, Planner, stated that Yavapai Food Bank has requested a Reversionary Plat to combine Prescott Valley Unit 16, amended lot 6437-B with Santa Fe Subdivision Lots 6474-A and 6475-A, and adjacent alley property located at 8866 E. Long Mesa Dr., Prescott Valley, AZ.

Mr. Scott noted that in 1982, the Town of Prescott Valley acquired title to a 100-foot wide railroad right-of-way from the Atchison, Topeka, Santa Fe Railroad, which passes through Unit 16, and a subdivision plat was then recorded creating the "Santa Fe Subdivision" and dividing the property into 65 lots.

Mr. Scott stated that Yavapai Food Bank wishes to construct a new storage building and combining the property into a new larger Lot 6437-C will eliminate common property lines and allow for the development of a building per Town Building and Zoning Codes.

In closing, Mr. Scott stated that the plat has been reviewed by Town Staff and it meets all Town Code standards, thus, Staff recommends that RP19-015 be forwarded to the Town Council with a recommendation of approval subject to one (1) condition:

1. Submittal of one signed and notarized Reversionary Plat Mylar for recording following approval by the Town Council.

Chairperson Zurcher opened the item to questions or comments from the Commission.

The Commission had no questions or comments, therefore, Chairperson Zurcher opened the item to questions or comments from the public.

As there were no further questions or comments from the Commission or the public related to the item; Chairperson Zurcher called for a motion.

### **Action RP19-015**

### **Commissioner Roberts moved to approve RP19-015 as submitted with one (1) condition and forward to the Town Council for approval.**

1. Submittal of one signed and notarized Reversionary Plat Mylar for recording following approval by the Town Council.

Commissioner Yeater seconded the motion.

MOTION carried 6:0 by roll call vote as follows: Chairperson Zurcher YES, Vice-Chairperson Renken YES, Commissioner Musarra YES, Commissioner Yeater YES, Commissioner Rutherford YES and Commissioner Roberts YES.

**MOTION carried with 6 ayes and 0 nays.**

3. **RP20-002.** A request by Salvatore Ingoglia for a Reversionary Plat to combine Prescott Valley Unit 15 Lots 5663 and 5664, located at 5414 N. Wickiup Dr., Prescott Valley, AZ.

Joe Scott, Planner, reported that Salvatore Ingoglia requested a Reversionary Plat to combine Prescott Valley Unit 15, lots 5663 and 5664, into one larger lot in order to construct accessory structures on lot 5664 in conjunction with the primary residential use on lot 5663.

Further, Mr. Scott indicated that the larger lot meets all Town Code standards, thus, Staff recommends that RP20-002 be forwarded to the Town Council with a recommendation for approval subject to one condition:

1. Submittal of one signed and notarized Reversionary Plat Mylar for recording following approval by the Town Council.

The Commission had no questions or comments, therefore, Chairperson Zurcher opened the item to questions or comments from the public.

As there were no further questions or comments from the Commission or the public related to the item; Chairperson Zurcher called for a motion.

### **Action RP20-002**

**Vice-Chairperson Renken moved to approve RP20-002 as submitted with one (1) condition and forward to the Town Council for approval.**

1. Submittal of one signed and notarized Reversionary Plat Mylar for recording following approval by the Town Council.

Commissioner Yeater seconded the motion.

MOTION carried 6:0 by roll call vote as follows: Chairperson Zurcher YES, Vice-Chairperson Renken YES, Commissioner Musarra YES, Commissioner Yeater YES, Commissioner Rutherford YES and Commissioner Roberts YES.

**MOTION carried with 6 ayes and 0 nays.**

4. **FP20-001.** A request by Dorn Homes, Agent, for a Plat of Dedication for Main Street extension and utility and street easements on approximately fourteen (14) acres located at the Southeast intersection of Glassford Hill Rd and Long Look Dr., Prescott Valley, AZ.

Joe Scott, Planner, reported that in December, 2018 the Planning Commission approved rezoning of approximately thirteen (13) acres located on the southeast corner of Glassford Hill

Road and Long Look Drive to RS-PAD. The Commission also approved Preliminary Development Plan PDP18-007 for development of 145 one, two, and three bedroom dwelling units in a partially gated community now called “Park Place”. The Town Council approved rezoning in January, 2019 along with Final Development Plan FDP19-001.

Mr. Scott stated that access to the Park Place community is provided at two locations; the primary, or “front door” entrance to be located along a proposed new segment of Main Street that will begin at Glassford Hill Road, across the street from Panther Path. He noted that this will have a temporary turn-around and will be extended to Lakeshore Drive as development occurs. The second entrance is located along Long Look Drive, directly opposite from Gelding Drive.

Further, Mr. Scott reported that in order to configure the new Main Street segment, and the entrance and additional lane on Long Look Drive, property needs to be dedicated to the Town for necessary right-of-ways. There are also easements on the property that need to be dedicated for public utilities, which a Plat of Dedication has been prepared for this purpose.

In conclusion, Mr. Scott stated that the plat has been reviewed by Town Staff and meets all Town Code standards, therefore, Staff recommends that FP20-001 be forwarded to the Town Council with a recommendation for approval subject to the following condition:

1. Submittal of one signed and notarized Plat of Dedication Mylar for recording following approval by the Town Council.

Vice-Chairperson Renken asked for clarification pertaining to the dedication of the road and that it had previously been included in the zoning that was approved in 2018. Mr. Scott explained that was correct, and that the Plat of Dedication is part of the condition of the Final Development Plan to ensure that dedications for the utilities and roadways are accomplished prior to issuing building permits.

The Commission had no further questions or comments, therefore, Chairperson Zurcher opened the item to questions or comments from the public.

As there were no further questions or comments from the Commission or the public related to the item; Chairperson Zurcher called for a motion.

**Action FP20-001**

**Commissioner Roberts moved to approve FP20-001 as submitted with one (1) condition and forward to the Town Council for approval.**

1. Submittal of one signed and notarized Plat of Dedication Mylar for recording following approval by the Town Council.

Vice-Chairperson Renken seconded the motion.

MOTION carried 6:0 by roll call vote as follows: Chairperson Zurcher YES, Vice-Chairperson Renken YES, Commissioner Musarra YES, Commissioner Yeater YES, Commissioner Rutherford YES and Commissioner Roberts YES.

**MOTION carried with 6 ayes and 0 nays.**

**IX. Call to the Public**

Chairperson Zurcher called for further public comment. He stated that those wishing to address the Planning and Zoning Commission need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

Isabelle Cerecedes addressed the Commission. Ms. Cerecedes stated that she attended the Planning Commission meeting on February 10, 2020 that addressed ZOA20-001 regarding the sign code amendments, specifically flags. Ms. Cerecedes noted that ZOA20-001 will be on the Town Council agenda on March 12 for public hearing. Her concern was that inaccurate statements were inadvertently made at the Planning Commission meeting that may have mislead the commissioners and some citizens. She is unhappy with the amendment in that there are no restrictions to campaign signs and the size and time is not regulated. She requested town management, legal, and Mayor and Council be advised and the item be brought back to the Planning Commission for discussion and further citizen participation based on accurate information.

**X. Adjournment**

There was no further public comment related to any item presented during this meeting; therefore, Chairperson Zurcher called for a motion for adjournment.

Commissioner Roberts made the MOTION, seconded by Commissioner Yeater to adjourn by voice call vote.

Commission members voted as follows: Chairperson Zurcher YES, Vice-Chairperson Renken YES, Commissioner Musarra YES, Commissioner Roberts YES, Commissioner Yeater and Commissioner Rutherford YES.

**MOTION carried with 6 ayes and 0 nays.**

The March 9, 2020 meeting of the Planning and Zoning Commission adjourned at 5:55 p.m.

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Chairperson Zurcher