



Planning and Zoning Commission
Monday, April 12, 2021
5:30 PM
Library Auditorium
7401 E. Skoog Blvd.

----- Minutes -----

I. Call to Order

Chairperson Zurcher called the April 12, 2021, public meeting of the Planning and Zoning Commission to order at 5:30 p.m.

II. Invocation

✚ Invocation given by Chaplin Gary Walker.

III. Pledge of Allegiance

IV. Attendance

Chairperson Zurcher asked for roll call attendance to be taken. Members present: Commissioner Rutherford, Commissioner Musarra, Commissioner Roberts, Commissioner Griffis, Commissioner Laney, Chairperson Zurcher and Vice-Chairperson Renken. Staff Present: Edward Packard, Planner, and Vikie Anderson, Administrative Supervisor.

V. Approval of Minutes

Chairperson Zurcher asked if the Commission had amendments to the minutes from the March 8, 2021, meeting. No revisions were submitted; thus, Chairperson Zurcher called for a motion to approve the minutes. Vice-Chairperson Renken made the MOTION, seconded by Commissioner Musarra, to approve the minutes from the March 8, 2021 Planning Commission meeting.

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

MOTION carried with 7 ayes and 0 nays.

VI. Announcements

✚ Chairperson Zurcher outlined the Planning Commission procedures and guidelines.

VII. Public Hearing Items

1. **ZMC21-001.** Upon the application of Bungalows on Market Street, LLC, Owner, and RVI Architecture and Planning, Agent, 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 approximately 11.2 acres located at the southwest corner of Market Street and Great Western Drive.

2. **PDP21-002. (Action Item)** Upon the application of Bungalows on Market Street, LLC, Owner, and RVI Architecture and Planning, Agent, a request for a Preliminary Development Plan for the Bungalows on Market Street comprising up to 112 leased single-family single-story detached and duplex dwelling units on approximately 11.2 acres located at the southwest corner of Market Street and Great Western Drive.

Chairperson Zurcher read the applications into record and stated that the Zoning Map Change (ZMC21-001) and the Preliminary Development Plan (PDP21-002) would be presented together, however, they require separate motions.

Edward Packard, Planner, addressed the Commission. Mr. Packard stated that the application is a re-zoning and preliminary development plan for property at the southwest corner of Market Street and Great Western Dr. The re-zoning is from C2-PAD to RS-PAD for the multi-family units as described. He noted that the developer is the same and the units and concept are similar to the development approved as “Cavan” nearing the construction phase at the northeast corner of SR 69 and SR 169. Mr. Packard indicated that all the buildings are single-story with one-bedroom units constructed as duplexes and two- and three-bedroom units will be detached buildings. Mr. Packard discussed the parking requirements noting that 217 spaces are required; however, 220 spaces are provided for the project development which exceeds the Town standards.

Mr. Packard indicated that he spoke with members of Commission regarding their concerns with the entrance/exit. He exhibited the preliminary landscape plan where the driveway was outlined. He noted that typically two drives are required by the fire department for ingress/egress; however, this project will add fire sprinklers to each unit for fire safety, thus eliminating the requirement for an additional access per the Fire department.

Mr. Packard stated that the half-streets of Market and Great Western Drive adjacent to the site must be fully constructed, similar to what was done for the Terraces at Glassford Hill to the northwest. He noted that Market Street and Great Western Drive are currently 25 feet of asphalt with no curb, gutter, or sidewalk so with the half street improvement, there will be additional right-of-way pavement for parking along the frontage of the site.

Further, Mr. Packard stated that each dwelling unit will have a rear yard completely enclosed by a 6-foot-high wall and Staff has determined that this meets the requirement for enclosed storage space that will meet the intent of the code for the 50’ storage requirement.

In conclusion, Mr. Packard stated that Staff recommends that the Commission make a motion to approve ZMC21-001 with the following conditions and forward to the Town Council with a recommendation of approval:

1. Development shall occur generally consistent with the circulation patterns and building areas as illustrated on the Preliminary Development Plan and uses of the property shall be limited to multi-family uses permitted in the RS-PAD Zoning District.
2. Remitting to the Town, on a monthly basis, all monies collected as a result of the proposed housing complex, and/or its successors and assigns, applying a “surcharge” against all rents collected from occupation and use of units within any phase of the development, with said surcharge being two percent (2%). Such remittances shall be made no later than the 15th day of

the following month to the Town Clerk and shall begin no later than sixty (60) days after the issuance by the Town of any certificate permitting occupancy of any phase of the development.

Staff also recommends the Commission approve PDP21-002 subject to the following conditions:

1. Application ZMC21-001 is approved by Town Council.
2. Approval by the Town Council of a Final Development Plan (FDP) as required by Town Code Article 13-19 relating to Planned Area Developments for each phase of construction, prior to issuance of construction permits.
3. Conformance with all Town Code requirements, including site development standards in Article 13-26 relating to Site Development Standards except as modified by the Preliminary Development Plan.
4. Engineered drainage and grading plans.
5. The developer shall be responsible for any infrastructure needed to serve the site including completed adjacent half-street improvements on Market Street and Great Western Drive.

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

Vice-Chairperson Renken asked who was responsible for the street improvements.

Mr. Packard stated that the developer is responsible for the street improvements in conjunction with the development of the project.

Commissioner Rutherford expressed her concerns regarding the single access into the development and the potential for excessive traffic and emergency access.

Commissioner Griffis shared the same concern regarding the single ingress/egress and asked about the Traffic Impact Statement and when that was completed and if there were any mitigation requirements in that study.

Mr. Packard indicated that the Traffic Impact Statement which is like a Traffic Impact Study but very brief because it does not meet the traffic threshold that would require a complete Traffic Study. It studies the site and the expected trips morning and evening peak hour that the site would generate as well as site visibility at the entrance point. He added that the project is estimated to generate 53 trips in the AM peak hour, 65 trips in the PM peak hour, and 806 total daily trips. The Traffic Impact Statement was completed in February 2021.

Commissioner Griffis asked for clarification as to the 806 daily trips and was concerned that number was an excessive amount of traffic. She also has concerns regarding parking on the street.

Mr. Packard reiterated that the amount of parking within the development exceeds the Town standards.

Chairperson Zurcher expressed his concern with the tight turning radius and visibility at Great Western and Market as well as the single ingress/egress regarding public safety.

There were no further questions for Staff; therefore, Chairperson Zurcher invited the applicant to address the Commission.

Mark Ready, applicant, RVI, Tempe AZ addressed the Commission. Mr. Ready stated that this is the 2nd bungalow project in Prescott Valley, and they have done 20 of these types of projects across Arizona and this proposed site in Prescott Valley is one of the smallest bungalow projects.

Mr. Ready noted that this site has a dramatic slope, and it is hard to terrace within the site itself, therefore, the terracing is done at the edges. He noted that before reviewing the topography, they thought the entrance would be off of Great Western, however, it was discovered that there is a 20–24-foot elevation difference between the site and the road which would make it very difficult if not impossible to provide an access onto Great Western due to the design of the site and the topography constraints.

Mr. Ready noted that most of the projects they design that are substantially larger still only have one primary entry. When the design is over 200 units, typically a secondary exit for emergency access is required. The design of the primary entry is wider with a center median so if one of the lanes gets blocked, there is sufficient space to convert the remaining lane to accommodate 2-way traffic.

Mr. Ready further explained how the traffic count is calculated noting that although 806 daily trips sounds excessive, that number is broken down throughout the day so the PM peak would be 41 cars within an hour coming into the site – approximately one car for every 87 seconds.

Mr. Ready addressed the parking concerns explaining that one space per bedroom is what they have calculated to be the need of the residents to accommodate sufficient parking within the gated development, regardless of what the Town's parking requirements are. In this scenario, the planned parking for the development exceeds the Town's requirements.

Addressing the turn on the road, Mr. Ready stated that when the half-streets improvements are installed, they will be developing the roadway with the proper turning radius based on the Town's standard as well as site visibility standards per Town codes.

Vice-Chairperson Renken expressed his concern with entry and finished grade and questioned if that grade would impact the entryway and the site visibility.

Mr. Ready responded that the grades at the street are 5315 and the grades at the far end of the driveway are 5312, so there is only a 3-foot difference. Essentially, they will be cutting from the west side of site and filling in the east side of the site. What they are proposing is a step retaining system where no retaining wall is high than 6 feet with vegetation planted on the landing portions of the stepped retaining walls. He noted that they will have to import additional fill dirt for the project.

Mr. Ready briefly explained the drainage easement and the intended flow indicating that the civil engineers will finalize those details to meet Town code and required standards.

Mr. Griffis asked why the client chose this location.

Mr. Ready stated the developer likes the Prescott Valley market and they have been doing these types of multi-family bungalow projects in the Valley for 5 years and have done extremely well. He noted that the bungalow type developments are becoming a national trend. Cavan has recognized the need in Prescott Valley and through their broker found this suitable location which had utilities, infrastructure, and roadway access.

Commissioner Griffis commends the project but still has concerns regarding the parking, ingress/egress, and sprinklers in each unit. She asked if the sprinklers would be hooked up to a monitoring system.

Mr. Ready stated that they will comply with the IFC fire code and whatever that code requires. He noted that the code states if the development exceeds 100 units, the requirement is either a secondary access point for fire emergency or sprinklers installed in the buildings. If there are sprinklers in the buildings, the maximum is 200 units with a single access point. He does not know if the code requires system monitoring or not and could not provide a definitive answer.

Commissioner Griffis asked whether they would consider having the sprinkler systems monitored for the safety of the residents.

Mr. Ready indicated that there is a professional maintenance company that monitors the units on-site and has 24/7 assistance available.

Commissioner Rutherford asked the Commission if tabling the item for a month would be beneficial.

Mr. Ready stated that the developer is extremely anxious to begin construction and they have specific contractual closing dates that must be met which they cannot do without approvals.

Commissioner Laney asked where Malapai Dr. is in relation to their project as shown on one of the map illustrations.

Via Google Map, it was shown that Malapai Dr. was a road through the Terraces Apartment Complex, which may be an emergency access road.

Vice-Chairperson Renken asked Commissioner Rutherford if there was any specific information that she would like to obtain by tabling the item for a month.

Chairperson Zurcher recommended adding a stipulation to the Preliminary Development Plan approval to have the Planning Commission review and approve the Final Development Plan prior to formal approval by the Town Council.

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

J. T. Purvis addressed the Commission. Mr. Purvis stated he owns six (6) acres adjacent to the east of the proposed project and noted he was in favor of the development and recommended the Commission approve the applications as it appeared to be a fair project and a benefit to the community as well as him personally.

Chairperson Zurcher brought the item back to the Commission for discussion.

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 ZMC21-001

Vice-Chairperson Renken moved to approve ZMC21-001 as submitted with 2 conditions and forward to the Town Council with a recommendation for approval.

1. Development shall occur generally consistent with the circulation patterns and building areas as illustrated on the Preliminary Development Plan and uses of the property shall be limited to multi-family uses permitted in the RS-PAD Zoning District.
2. Remitting to the Town, on a monthly basis, all monies collected as a result of the proposed housing complex, and/or its successors and assigns, applying a “surcharge” against all rents collected from occupation and use of units within any phase of the development, with said surcharge being two percent (2%). Such remittances shall be made no later than the 15th day of the following month to the Town Clerk and shall begin no later than sixty (60) days after the issuance by the Town of any certificate permitting occupancy of any phase of the development.

Commissioner Musarra seconded the motion.

MOTION carried 6:1 by roll call vote as follows: Commissioner Rutherford YES, Commissioner Musarra YES, Commissioner Roberts YES, Commissioner Griffis NO, Commissioner Laney YES, Vice-Chairperson Renken YES and Chairperson Zurcher YES.

MOTION carried with 6 ayes and 1 nay.

Action PDP21-002

Vice-Chairperson Renken moved to approve PDP21-002 as submitted with conditions 1-5 and adding #6

1. Application ZMC21-001 is approved by Town Council.
2. Approval by the Town Council of a Final Development Plan (FDP) as required by Town Code Article 13-19 relating to Planned Area Developments for each phase of construction, prior to issuance of construction permits.
3. Conformance with all Town Code requirements, including site development standards in Article 13-26 relating to Site Development Standards except as modified by the Preliminary Development Plan.
4. Engineered drainage and grading plans.

5. The developer shall be responsible for any infrastructure needed to serve the site including completed adjacent half-street improvements on Market Street and Great Western Drive.
6. Planning Commission to review and approve the Final Development Plan prior to formal approval by the Town Council.

Commissioner Roberts seconded the motion.

MOTION carried 6:1 by roll call vote as follows: Commissioner Rutherford YES, Commissioner Musarra YES, Commissioner Roberts YES, Commissioner Griffis NO, Commissioner Laney YES, Vice-Chairperson Renken YES and Chairperson Zurcher YES.

MOTION carried with 6 ayes and 1 nay.

VIII. Action Items

1. **PDP21-002.** Upon the application of Bungalows on Market Street, LLC, Owner, and RVI Architecture and Planning, Agent, a request for a Preliminary Development Plan for the Bungalows on Market Street comprising up to 112 leased single-family single-story detached and duplex dwelling units on approximately 11.2 acres located at the southwest corner of Market Street and Great Western Drive.

****This item was discussed, and action taken subsequent to ZMC21-001.**

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.

X. Adjournment

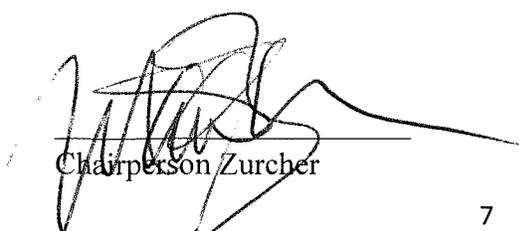
There was no further public comment related to any item presented during this meeting; therefore, Chairperson Zurcher called for a motion for adjournment.

Commissioner Rutherford made the MOTION, seconded by Vice-Chairperson Renken to adjourn by voice call vote.

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

MOTION carried with 7 ayes and 0 nays.

The April 12, 2021 meeting of the Planning and Zoning Commission adjourned at 6:26 p.m.


Chairperson Zurcher