



Planning and Zoning Commission
Monday, November 4, 2019
5:30 PM
Library Auditorium
7401 E. Skoog Blvd.

----- Minutes -----

I. Call to Order

Chairperson Zurcher called the November 4, 2019, public meeting of the Planning and Zoning Commission to order at 5:30 p.m.

II. Invocation

✚ Invocation given by Chaplain 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 Roberts and Commissioner Rutherford. Members absent: Commissioner Yeater and Commissioner Duskey. Staff Present: Joe Scott, Planner; Richard Parker, Community Development Director and Kristi Jones, Administrative Support II.

V. Approval of Minutes

Chairperson Zurcher asked if the Commission had amendments to the minutes from the September 9, 2019, 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 Roberts, to approve the minutes from the September 9, 2019 Planning Commission meeting.

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

MOTION carried with 5 ayes and 0 nays.

VI. Announcements

✚ Chairperson Zurcher congratulated Commissioner Duskey, Commissioner Rutherford and Commissioner Yeater on their reappointment to the Planning Commission. He thanked them for their service.

VII. Public Hearing Items

✚ There were no public hearing items.

VIII. Action Items

- 1. PDP19-006.** Upon the application of Glassford Hill Holdings L.L.C., a request for a Preliminary Development Plan for 131 single-family lots comprising Granville Unit 14, located at the Northwest intersection of Glassford Hill Rd. and Santa Fe Loop.

Joe Scott, Planner, reported that the Granville Master Plan for 3,400 residential units on 1,242 acres was initially approved on January 13, 2000. He noted that the site of Unit 14 was rezoned to R1L-10 PAD (Residential; Single Family Limited-Planned Area Development) and first designated Low Density Residential in the *Prescott Valley General Plan 2020* and the 2025 update.

Mr. Scott stated that at the May 11, 2015 meeting, the Planning and Zoning Commission approved a new Preliminary Development Plan to reconfigure the northwestern portion of Granville and eliminate the previously proposed golf course.

Mr. Scott indicated that areas previously planned for the golf course, driving range and clubhouse facility are now being subdivided for single-family detached, and single-family attached duplex lots that will be developed throughout the remainder of the project. He added that the elimination of the golf course improvements enables the Town to benefit from the utilization of the effluent derived from water allocated to the development for the approved 3400 residential units.

Mr. Scott noted that to date, approvals have been obtained for Final Development Plans (Plats) for Units 1 through 12, now totaling 2,741 residential lots along with three Community Centers, a RV Storage Facility, a Dog Park and a Neighborhood Park. Unit 13 is in the Engineering phase and will comprise 361 additional lots. Mr. Scott confirmed subject Unit 14 will comprise 131 lots and Unit 15, being the last phase, is planned for 56 lots which will be subject to a General Plan Amendment as well as a Zoning Map Change with a public hearing.

Further, Mr. Scott stated that as part of the revised plan in 2015, Unit 14 comprised 56 single-family lots west of Tuscany and 30 attached duplex product lots east of Tuscany Way due to the impacts of the existing Flood Plain boundary.

Continuing, Mr. Scott noted that since then, the Floodplain boundary has been amended with a Conditional Letter of Map Revision (CLOMR) issued through FEMA September 3, 2019. The flood map boundary revision now allows for more developable land to accommodate the 131 lots proposed in the Unit 14 Preliminary Development Plan. Unit 14 will be developed in accordance to all standards of Chapter 14 (Subdivisions) and terms as has been the case for all previous units. The total lots are within the approved 3,400 units.

Mr. Scott stated that as a condition of its Development Agreement with the Town, Universal Homes has dedicated and improved as a public park approximately 33 acres of land on the west side of Glassford Hill Road, south of Santa Fe Loop Road to Tuscany Way to satisfy its

requirements for Park Land/Open space. He added that the Agreement also required Glassford Hill Road to be expanded from 4 to 6 lanes and the Town would reimburse to the developer certain amounts related to transaction privilege/use tax collections from any commercial property developed in Granville. The widening of Glassford Hill Road is still several years away but there was an immediate need to landscape the median of Glassford Hill Road and improve the aesthetics of Granville and calm traffic. Mr. Scott noted that the Town had not budgeted funds to landscape the median and it was proposed that the developer, instead, install the landscaping in the Glassford Hill Road median from Long Look Drive to State Route 89A and the Town would add additional lanes to Glassford Hill Road as needed in the future.

Concluding, Mr. Scott reported that Staff suggests that the Granville Unit 14 Preliminary Development Plan is in substantial conformance with the Granville Master Plan and terms of the Granville Development Agreement (and Amendments). The Land Use designation of the *Prescott Valley General Plan 2025* is Low Density Residential and the existing zoning of R1L-10 PAD is in conformance with the General Plan, and based on the foregoing, staff recommends the Commission make a Motion to approve PDP19-006 subject to the following conditions:

1. Approval by the Town Council of a Final Development Plan in accordance with Town Code Article 13-19 consistent with the Preliminary Development Plan including a maximum number of units as shown therein.
2. In conjunction with a Final Development Plan, installation of public improvements and dedications as required by the Town Engineer.

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

Vice-Chairperson Renken asked about the agreement between Jasper & Granville regarding the widening of Sante Fe Loop and the timeline.

Mr. Scott stated that the applicant may address that question.

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

Joe Contadino, Owner of Universal Homes, addressed the Commission. Mr. Contadino stated that he has been developing the Granville Community for the past 20 years. He further addressed the question regarding the widening of Sante Fe Loop in which he stated that the original traffic studies determined that road needed to be a two lane road. However, the Town wanted that to be a major thoroughfare, therefore, Granville has dedicated enough land – 180 feet of right-of-way for future development. Granville was required to complete the first two lanes.

Chairperson Zurcher stated he had concerns regarding the traffic at the intersection of Tuscany and Sante Fe Loop Rd., and questioned if there were any plans to install a 4-way stop at that intersection.

Mr. Contadino stated that there is not a plan for that currently; however, he would encourage it as well as one at Granville Fairway given the increased amount of through traffic coming from Prescott East Hwy.

Chairperson Zurcher suggested there be an added condition of requiring traffic studies at those specific intersections to evaluate if traffic signs are warranted.

Mr. Contadino clarified confusion that some people in the Granville community had regarding the application of a letter of map revision (CLOMR and LOMR). Mr. Contadino stated that they have filed a conditional letter of map revision (CLOMR) that covers units 11 & 12 which is north of Sante Fe Loop Rd., on the east side of Tuscany. He noted that the LOMR and CLOMR encompasses unit 14, and they have filed a CLOMR and obtained approval of a CLOMR and are now in the process of filing for the letter of map revision (LOMR) which will happen in the next few weeks.

Mr. Contadino further stated that they are also working on another filing of a CLOMR on the east side of Glassford Hill to channelize that area and remove from the floodplain. Mr. Contadino discussed the progress of development of the remainder of the Granville Community.

Vice-Chairperson Renken asked for clarification regarding lots on the east side of Tuscany having to have fill brought in for lots on the north side and the effects. Mr. Contadino stated that all lots will be several feet above the road and out of the floodplain and drainage channel.

There were no questions or comments from the Commission for Staff; therefore, Chairperson Zurcher opened the item for public comment.

Joe Hammes, Granville resident, addressed the Commission. Mr. Hammes is concerned about the drainage channels and maintenance of them as he has seen them deteriorating. He is concerned the Granville HOA will become financially responsible for the upkeep.

Mr. Contadino noted that they have built drainage channels since the first phase of Granville and have never had a failure in twenty years. He emphasized that they are designed by professional engineers.

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

Action PDP19-006

Vice-Chairperson Renken moved to approve PDP19-006 as submitted with conditions and one additional condition and forward to the Town Council for approval.

1. Approval by the Town Council of a Final Development Plan in accordance with Town Code Article 13-19 consistent with the Preliminary Development Plan including a maximum number of units as shown therein.

2. In conjunction with a Final Development Plan, installation of public improvements and dedications as required by the Town Engineer.
3. Recommend that Staff evaluate the intersections of Tuscany and Sante Fe Loop and Sante Fe Loop and Granville Fairway for changes in stop conditions as it relates to possible traffic calming efforts.

Commissioner Roberts seconded the motion.

MOTION carried 5:0 by roll call vote as follows: Chairperson Zurcher YES, Vice-Chairperson Renken YES, Commissioner Musarra YES, Commissioner Rutherford YES, and Commissioner Roberts YES.

MOTION carried with 5 ayes and 0 nays.

2. **RP19-014.** Upon the application of Circle K Store Inc., a request for a Reversionary Plat to combine lots in the Town & Country Industrial Park and to abandon certain roadways and accept utility easements, located at the Southeast intersection of State Route 69 and Glassford Hill Rd.

Mr. Scott stated that a new Super Circle-K Convenience Store with gas pumps is planned at the general location of the Southeast intersection of State Route 69 and Glassford Hill Rd. It is an allowed use by right in the C2 Zoning District, and the property is part of the Town & Country Industrial Park approved in 1986 and involves Lots 23, 24, 25 & 26. He noted that this Reversionary Plat will combine the lots into one new larger parcel. Along with combining the lots, a portion of 1st St. is being abandoned and a new street is being dedicated from 1st St to 2nd St to eliminate the proximity of 1st St to State Route 69 which creates hazardous traffic flows. Mr. Scott indicated that the plat has been reviewed by the Town Engineer, and upon approval by the Planning and Zoning Commission, a final plat will be sent to the Town Council for approval. The Town Code defines "Reversionary Plat":

1. a Final Plat for the purpose of reverting previously subdivided land to unsubdivided land; or
2. a Final Plat for the purpose of vacating streets or easements previously dedicated to the public; or
3. Final Plat for the purpose of vacating or redescribing lot or other parcel boundaries previously recorded.

Mr. Scott reported that Staff recommends RP19-014 be forwarded to the Town Council with a recommendation for approval subject to the following conditions:

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.

There were no questions or comments from the Commission for Staff; therefore, Chairperson Zurcher opened the item for public comment.

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

Action RP19-014

Commissioner Roberts moved to approve RP19-014 as submitted with 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.

Vice-Chairperson Renken seconded the motion

MOTION carried 5:0 by roll call vote as follows: Chairperson Zurcher YES, Vice-Chairperson Renken YES, Commissioner Musarra YES, Commissioner Rutherford YES, and Commissioner Roberts YES.

MOTION carried with 5 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.

X. Adjournment

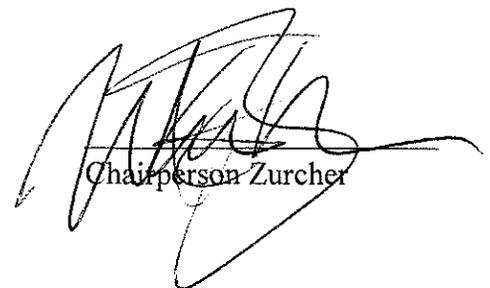
There was no further public comment related to any item presented during this meeting; therefore, Chairperson Zurcher called for a motion for adjournment.

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

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

MOTION carried with 5 ayes and 0 nays.

The November 4, 2019, meeting of the Planning and Zoning Commission adjourned at 6:00 p.m.


Chairperson Zurcher