



Planning and Zoning Commission

Monday, December 10, 2012

5:30 PM

Library Auditorium

7401 E. Civic Circle

----- Minutes -----

I. Call to Order

Chairperson Duskey called the December 10, 2012 meeting of the Planning and Zoning Commission to order at 5:30 p.m.

II. Attendance

Chairperson Duskey asked for roll call attendance to be taken. Members present: Chairperson Duskey, Vice-Chairperson Smith, Commissioner Johnstone, Commissioner Musarra, Commissioner Young and Commissioner Owen. Staff Present: Richard Parker, Community Development Director; Joe Scott, Planner and Vikie Anderson, Administrative Supervisor.

III. Approval of Minutes

Chairperson Duskey asked if the Commission had amendments to the minutes from the October 8, 2012 meeting. No revisions were submitted; thus, Chairperson Duskey approved the minutes as submitted.

IV. Announcements

Chairperson Duskey announced the resignation of Commissioner Smith due to his appointment to the Yavapai County Board of Supervisors, District 5, as well as Commissioner Gay's relocation to New York and Commissioner Young's future relocation to Phoenix, thus leaving vacancies on the Planning Commission. Chairperson Duskey encouraged those interested in the Planning Commission to apply.

VI. Public Hearing Items

1. **ZOA12-003.** A public hearing to consider Amendments to Article 13-29 PAD (Planned Area Development) of the Prescott Valley Zoning Code (Chapter 13).

ZOA12-004. A public hearing to consider Amendments to Chapter 14 (Subdivisions) of the Prescott Valley Town Code.

Joe Scott, Planner, reported that the proposed amendments to Article 13-29 are to provide clarification of the intent of the PAD zoning district to provide flexibility in design, density and development requirements while not adversely affecting the intent and purpose of the General Plan of the Town of Prescott Valley. Mr. Scott noted that a new Section 13-19-080 is added providing for Administrative PAD Amendments for minor extensions, alterations or modifications to a plan.

Mr. Scott reported that the purpose of the proposed amendments to Chapter 14 are to update

requirements for submittal of Subdivision materials, to eliminate the definition of a Marginal Access Road as recommended by the Town Engineer, and correct a previous error regarding the length of a Cul-de-Sac.

Mr. Scott noted that ZOA12-003 and ZOA12-004 needed to be acted upon together as they are bound together in one draft Ordinance and Resolution containing all of the recommended changes for ZOA12-003 and ZOA12-004.

Chairperson Duskey asked if there were any other questions or comments from the Commission or from the public related to this item.

Commissioner Owen asked for clarification on the word “minor” as used in the verbiage for the PAD amendments “for minor extensions, alterations or modifications to a plan.”

Richard Parker, Director, addressed the Commission. Mr. Parker explained that this would allow the Director to make minor changes that would not be excessive. Mr. Parker provided the Commission with examples of administrative PAD amendments from other jurisdictions. Mr. Parker stated that if the Commission had any uncertainty regarding the proposed amendment, and wanted to establish reasonable guidelines, they could elect to defer the item to a later date.

Commissioner Johnstone asked if the changes would alter any major technical analysis the department presents when reviewing a PAD. Mr. Parker stated that it would bolster that analysis through advanced technical mediums, enhancing the ability to meet the needs of the customers through minor changes.

Commissioner Musarra questioned the elimination of item “M” referring to lot size, height restrictions and bulk, yard and setback requirements. Commissioner Musarra stated he felt that eliminating these items would affect present properties. Mr. Parker stated that the intent is to allow flexibility in design, density and development requirements of the approved Final Development Plan emphasizing the intent and purpose of the General Plan, rather than older standards.

Commissioner Johnstone asked how the Town would utilize this flexibility while ensuring that the public interest is being met. Mr. Parker stated that minimum standards are set and provided scenario examples to the Commission.

Commissioner Musarra asked what a “marginal access road” was. Mr. Parker stated that the amendment is intended to remove the words “marginal access road” in its entirety from the Subdivision regulations as the Town of Prescott Valley does not accept under standard roads. Mr. Parker provided scenario examples of what marginal access roads consisted of.

Commissioner Musarra asked what a “half street” was. Mr. Parker stated that a “half street” referred to a street that was half of a standard public right-of-way. Mr. Parker noted that the Town of Prescott Valley takes no less than fifty (50) feet for street dedication on residential streets. Mr. Parker stated that the “half street” is proposed to be eliminated with this amendment.

Mr. Parker reiterated the option of deferring the zoning ordinance amendments if the Commission preferred to review the amendments further before making a recommendation.

Chairperson Duskey asked if there were any other questions, comments or concerns from the Commission or from the public related to the items.

There was no further comment from the Commission or the public related to the items; therefore, Chairperson Duskey called for a motion.

Action ZOA12-003 and ZOA12-004. Amendments to Article 13-29 PAD (Planned Area Development) of the Prescott Valley Zoning Code (Chapter 13) and Amendments to Chapter 14 (Subdivisions) of the Prescott Valley Town Code.

Commissioner Owen moved to defer ZOA12-003 and ZOA12-004, for further consideration and place on a future Planning Commission agenda. Commissioner Johnstone seconded the motion. Motion carried unanimously by roll call vote of those members present

VII. Action Items

1. **PDP12-002.** Upon the request of Universal Homes Construction L.L.C., consideration of a Preliminary Development Plan for thirty (30) residential lots on five and eight-tenths (5.8) acres located north of Granville Parkway between Glassford Hill Road and Talbot Drive on Tract "Z" within the Granville Subdivision.

Joe Scott, Planner, reported that the Granville project comprises 1,242 acres located within Sections 3, 10, and 15, Township 14 N., Range 1 W., being south of State Route 89A and bisected by Glassford Hill Road.

Mr. Scott stated that at the March 8, 1999 meeting, the Planning and Zoning Commission recommended approval of the PAD (Planned Area Development Area) overlay zoning for the property along with a Master Development Plan for approximately three thousand four hundred (3,400) single-family and multiple-family residential units on the one thousand two hundred forty-two (1,242) acres. Mr. Scott indicated that a Preliminary Development Plan (Plat) was also approved for the initial phases of development (Units 1, 1A, 2 and 2A) comprising six hundred ninety-six (696) single-family residential units on two hundred thirty-two (232) acres located east of Glassford Hill Road, and on January 13, 2000, Ordinance No. 482 was approved by Town Council for the Granville rezoning along with approval of the Master Plan for the three thousand four hundred (3,400) Residential Units. Conditions of rezoning required Commission approval of each Preliminary Development Plan.

Mr. Scott reported that there were subsequent approvals of Final Development Plans (Plats) for Units 1, 1A, 2 and 2A, and Preliminary Development Plans (Plats) and Final Development Plans (Plats) for Units 3, 4, 5 and 6 totaling an additional eight hundred two (802) residential lots. He indicated that a Preliminary Development Plan for Granville Unit 7 comprising three hundred forty-four (344) additional lots on one hundred twenty-five (125) acres was approved at the September 11, 2006 Planning and Zoning Commission Meeting, and a Final Development Plan for Granville Unit 7 was approved by Resolution No. 1512 at the June 7, 2007 Council Meeting. Due to market conditions the Final Development Plan was not recorded and the land remains undeveloped.

Further, Mr. Scott indicated that there existed in Granville Unit 2, Tract "Z" being approximately 4.5 acres in size is zoned residentially and was intended for a church site. He noted that the property was purchased by Calvary Chapel Frontier with the idea to develop

the site. Calvary Chapel then purchased nine (9) adjoining vacant residential lots from Granville to create a larger development site. Mr. Scott stated that in February of 2005 Calvary Chapel submitted a Reversionary Plat in order to combine Tracts “Z” and “N” and Lots 327 through 335 in Granville Unit 2 for the purpose of developing a church site, which the Planning and Zoning Commission approved this request at its March 14, 2005 meeting and the Reversionary Plat was approved by Town Council at the April 14, 2005.

Mr. Scott indicated that Calvary Chapel has since chosen not to develop the site and the property cannot be sold for commercial uses, thus the Granville developer now wishes to purchase the land back and replat the original nine (9) lots plus an additional twenty-one (21) new lots within the boundary created by the Reversionary Plat. Mr. Scott noted that the Preliminary Development Plan for this replatting is titled as a new Unit 8 per Town Code standards.

Further, Mr. Scott stated that the Preliminary Development Plan and a Preliminary Drainage Report have been reviewed and approved by Town staff. Mr. Scott noted that given this is an infill project, the main change to circulation is one additional local street connection to Granville Parkway approximately four hundred feet (400’) east of Glassford Hill Road. He stated that across from the new street connection, on the south side of Granville Parkway are six foot (6’) backyard block walls, so projecting headlights coming from this new street won’t adversely impact the properties. Mr. Scott indicated that this infill Unit 8 will connect to existing Town Sewer and Water infrastructure per final Engineering Plans to be approved as part of the Final Development Plan submitted for Council approval.

Concluding, Mr. Scott stated that Staff suggests that the proposed Preliminary Development Plan (Plat) for Granville Unit 8 conforms to the Master Plan, existing zoning and with the approved *General Plan 2025* and recommends approval of PDP12-002 subject to the following conditions of approval:

1. Submittal of Final Development Plan (Plat) in conformance with the approved Preliminary Development Plan and subject to the provisions of Article 13-19, Chapter 14, and any other applicable provision of the Town Code.

Chairperson Duskey asked if there were any questions or comments from the Commission related to this item.

Commissioner Musarra asked if the 100-year water supply would be affected with the replatting of the Granville lots. Mr. Parker replied that there is a certificate of assured water supply provided for Granville which limits the total number to no greater than 3,400 units.

Commissioner Owen asked if an additional ingress and egress from Unit 8 was necessary given it is only two hundred (200) feet from the existing ingress and egress to Granville. Mr. Scott stated that several options were reviewed and an additional ingress and egress does meet the Town’s standards for separation of roadways and was recommended by the Public Works Department and Town Engineer.

Commissioner Owen asked if there would be any stoplights at the intersections. Mr. Parker

stated there will not be any stoplights at either entrance.

Mr. Morgan, Granville resident, addressed the Commission. Mr. Morgan applauded Mr. Contadino for developing that area.

Mr. Sidabras, Granville resident, addressed the Commission. Mr. Sidabras had questions regarding Talbot Drive roadway and also asked when construction would begin. Joe Contadino, applicant, addressed the Commission. Mr. Contadino stated that construction is tentatively scheduled for the first quarter of 2013.

Action PDP12-002. Request for a Preliminary Development Plan for thirty (30) residential lots on five and eight-tenths (5.8) acres located north of Granville Parkway between Glassford Hill Road and Talbot Drive on Tract “Z” within the Granville Subdivision:

Commissioner Owen moved to approve PDP12-002, as submitted and forward to the Town Council for approval. Commissioner Young seconded the motion. Motion carried unanimously by roll call vote of those members present.

2. **RP12-003.** Upon the request of Franklin Phonetic School, consideration of a Reversionary Plat to combine Lots 441, 442, 443, 476, 478, 479, 473A of Prescott East Unit 2, and Parcel “A”, Reversionary Plat (BK.41 M.P. PG.24) into a new larger Tract “A” located east of Aaron Lane, between Copper Hill Road and State Route 69 –Frontage Road.

Joe Scott, Planner, reported that the boundary of the proposed Reversionary Plat comprises Assessor’s Tax Parcel Numbers 103-08-002A, 103-08-005A, 103-08-034A, 103-08-037 and 103-08-038A and includes the Prescott East Unit 2 Lots 441, 442, 443, 476, 478, 479, 473A. Mr. Scott noted that the various parcels make up the site of the Franklin Phonetic Primary School, and the school facilities were developed on separate parcels over the course of many years resulting in noncompliance issues with the Prescott Valley Zoning Code. Mr. Scott stated that combining the separate parcels and lots into one unified school site will result in making it easier to regulate all uses on the site.

Concluding, Mr. Scott stated that Staff recommends that the Planning & Zoning Commission approve RP12-003 and forward the same to the Town Council with a recommendation for approval.

Action RP12-003. Request for a Reversionary Plat to combine Lots 441, 442, 443, 476, 478, 479, 473A of Prescott East Unit 2, and Parcel “A”, Reversionary Plat into a new larger Tract “A” located east of Aaron Lane, between Copper Hill Road and State Route 69 –Frontage Road.

Commissioner Musarra moved to approve RP12-003, as submitted and forward to the Town Council for approval. Vice-Chairperson Smith seconded the motion. Motion carried unanimously by roll call vote of those members present.

3. **RP12-004.** Upon the request of Joseph Carr, consideration of a Reversionary Plat to combine Lots 1178 and 1179, Prescott Valley Unit 20 into new larger Lot 1178A located at the northwest intersection of Superstition Drive and Superstition Court.

Joe Scott, Planner, reported that the subject lots were previously amended by Reversionary

Plat RP98-007 approved in March of 1998 in order to construct an accessory storage shed on the same parcel as the primary residence. Mr. Scott noted that the owners now wish to combine both lots into one new larger lot in order to construct a recreational vehicle (RV) storage facility on the northerly vacant Lot 1179. The larger lot is in conformance with the R1L-10 zoning district and will allow for construction of the storage facility to also be in conformance with the Town Code.

Concluding, Mr. Scott stated that Staff recommends that the Planning & Zoning Commission approve RP12-004 and forward the same to the Town Council with a recommendation for approval.

Action RP12-004. Request for a Reversionary Plat to combine Lots 1178 and 1179, Prescott Valley Unit 20 into new larger Lot 1178A located at the northwest intersection of Superstition Drive and Superstition Court.

Commissioner Johnstone moved to approve RP12-004, as submitted and forward to the Town Council for approval. Commissioner Musarra seconded the motion. Motion carried unanimously by roll call vote of those members present.

VIII. Election of Officers:

1. Election of Officers.

Chairperson Duskey called for nominations for Chairperson.

Commissioner Owen moved to nominate Chairperson Duskey to the seat of Chairperson, effective January 14, 2013. Vice-Chairperson Smith seconded the motion. Motion carried unanimously by roll call vote.

Chairperson Duskey called for nominations for Vice-Chairperson.

Commissioner Owen moved to nominate Commissioner Musarra to the seat of Vice-Chairperson, effective January 14, 2013. Commissioner Young seconded the motion.

Vice-Chairperson Smith moved to nominate Commissioner Johnstone to the seat of Vice-Chairperson, effective January 14, 2013. Commissioner Young seconded the motion.

Given there were multiple nominations for Vice-Chairperson, confidential written ballots were submitted to the Secretary and tallied.

Commissioner Johnstone was elected to the seat of Vice-Chairperson, effective January 14, 2013, for a one-year term.

IX. Call to the Public

Chairperson Duskey called for further public comment on any of the issues addressed.

X. Adjournment

There was no further public comment related to any item presented during this meeting;

therefore, Chairperson Duskey called for a motion for adjournment.

Vice-Chairperson Smith moved for adjournment of the December 10, 2012 meeting.
Commissioner Young seconded the motion. Motion carried unanimously by voice call vote.

The December 10, 2012 meeting of the Planning and Zoning Commission adjourned at 6:26 p.m.

Chairperson Duskey