



**Planning and Zoning Commission**  
**Monday, February 8, 2021**  
**5:30 PM**  
**Library Auditorium**  
**7401 E. Skoog Blvd.**

----- Minutes -----

**I. Call to Order**

Vice-Chairperson Renken called the February 8, 2021, public meeting of the Planning and Zoning Commission to order at 5:30 p.m.

**II. Invocation**

✚ Invocation given by Commissioner Roberts

**III. Pledge of Allegiance**

**IV. Attendance**

Vice-Chairperson Renken asked for roll call attendance to be taken. Members present: Commissioner Rutherford, Commissioner Musarra, Commissioner Roberts, Commissioner Griffis, Commissioner Laney and Vice-Chairperson Renken. Members absent: Chairperson Zurcher. Staff Present: Richard Parker, Director; Eric Fitzer, Deputy Director and Vikie Anderson, Administrative Supervisor.

**V. Approval of Minutes**

Vice-Chairperson Renken asked if the Commission had amendments to the minutes from the January 11, 2021 meeting as well as the January 19, special meeting. No revisions were submitted; thus, Vice-Chairperson Renken called for a motion to approve the minutes. Commissioner Roberts made the MOTION, seconded by Commissioner Laney, to approve the minutes from the January 11, 2021 meeting and the January 19, 2021 special meeting of the Planning and Zoning Commission.

MOTION carried 5:0 by voice call vote as follows: Vice-Chairperson Renken YES, Commissioner Musarra YES, Commissioner Rutherford YES, Commissioner Roberts YES, Commissioner Griffis ABSTAIN, and Commissioner Laney YES.

**MOTION carried with 5 ayes and 1 abstained.**

**VI. Announcements**

✚ Vice-Chairperson Renken welcomed Sandra Griffis to the Commission and outlined the Planning Commission procedures and guidelines.

✚ Vice-Chairperson Renken indicated that the first three Public Hearing items on the agenda were related to the same Granville project and Eric Fitzer, Deputy Director, would be presenting them together, however, separate motions would be required for each.

**VII. Public Hearing Items**

1. **GPA19-002.** Upon the application of Glassford Holding LLC and Humboldt School District, a request for a General Plan Amendment from Open Space, Public Quasi and Community Commercial to Low Density Residential on approximately twenty (20) acres located at the Northeast intersection of Glassford Hill Road and Santa Fe Loop Road and the Southeast and Southwest intersection of Tuscany Way and Santa Fe Loop Road Prescott Valley, AZ. APN#'s: 103-52-249A; 103-52-249D; 103-02-768L; and 103-02-768K.
2. **ZMC19-009.** Upon the application of Glassford Holding LLC and Humboldt School District, a request for a Zoning Map Change from PL (Public Lands) to R1L-10 PAD (Residential; Single Family Limited-Planned Area Development) on approximately 2.4 acres located at the north of the Northeast intersection of Glassford Hill Road and Santa Fe Loop Road and a Zoning Map Change from C1 PAD (Community Commercial) to R1L-10 PAD (Residential; Single Family Limited-Planned Area Development) located at the Southeast and Southwest intersection of Tuscany Way and Santa Fe Loop Road , Prescott Valley, AZ. APN#'s: 103-52-249A; 103-02-768L; and 103-02-768K.
3. **ZMC19-010.** Upon the application of Glassford Holding LLC, a request for a Zoning Map Change from R1L-10 PAD (Residential; Single Family Limited-Planned Area Development) to C2 PAD (Commercial; General Sale and Services) on approximately 2 acres located at the Northeast intersection of Glassford Hill Road and Santa Fe Loop Road, Prescott Valley, AZ. APN#'s: 103-52-249D.

Eric Fitzer, Community Development Deputy Director, addressed the Commission. As previously stated by Vice-Chairperson Renken, Mr. Fitzer presented GPA19-002, ZMC19-009 and ZMC19-010 together as they are associated with one another. Separate actions for each were taken at the conclusion of the presentation and public hearing.

Mr. Fitzer stated that the first application is **GPA19-002** - Granville 15 and 16 minor General Plan Amendment (GPA) brought forth by Glassford Holding LLC and Humboldt School District. He noted that Joe Contadino, representative for Glassford Holding LLC, was in attendance and had prepared a presentation for the Commission and public.

Mr. Fitzer reported that the GPA is associated with the two areas, as indicated via visual graphic, at the Northeast intersection of Glassford Hill Road and Santa Fe Loop Road (Granville Unit 15) and the Southeast and Southwest intersection of Tuscany Way and Santa Fe Loop Road (Granville Unit 16).

Mr. Fitzer stated that the Granville Unit 15 project had two applicants being Glassford Holding LLC and Humboldt School District. He indicated that Humboldt School District owns 2.4 acres and Glassford Holding owns the remainder as was outlined in green via the visual map.

Mr. Fitzer reported that Glassford Hill Holding owns the areas at the southeast and southwest corners of Tuscany Way and Santa Fe Loop Road which he indicated in pink via a map illustration.

Mr. Fitzer stated that the proposal with Glassford Holding and Humboldt School District is to designate the Open Space (OS) areas and the Public Quasi-Public (P/Q-P) as Low Density Residential (LDR) and the two Community Commercial (CC) corners associated with Unit 16 to LDR.

Mr. Fitzer reiterated that there were multiple applications associated with the General Plan Amendment and with the project: two public hearing items ZMC19-009, ZMC19-010 and two action items PDP19-007 and PDP21-001.

Mr. Fitzer stated that with regard the GPA19-002, Staff recommends the Commission move to recommend approval to the Town Council.

Continuing, Mr. Fitzer presented public hearing item **ZMC19-009** which is associated with GPA19-002 – Granville 15 and 16. He noted that the sites are similar to what was previously shown. He noted that the first area associated with the rezoning is associated with the Humboldt Unified School District property and request to rezone from PL-PAD to R1L-10 PAD.

Mr. Fitzer stated that the other area relative to this application is associated with the southeast and southwest corners of Tuscany Way and Santa Fe Loop Road associated with the proposed Granville Unit 16 and is currently zoned C1-PAD. The request is to rezone from C1-PAD to R1L-10 PAD.

Concluding, Mr. Fitzer stated that based on the findings, Staff recommends the Commission recommend **approval** to the Town Council of application **ZMC19-009** subject to the following five (5) stipulations:

1. Application GPA19-002 is approved by the Town Council.
2. Unit 15 will require that a Conditional Letter of Map Revision (CLOMR) has been reviewed and approved by the Federal Emergency Management Authority (FEMA) prior to commencement of development of the site.
3. Prior to the first building permit issuance in Granville Unit 15 a Letter of Map Revision (LOMR) is required to be reviewed and approved by the Federal Emergency Management Authority (FEMA).
4. Full buildout of Santa Fe Loop Road along Granville Unit 15's frontage is required prior to the issuance of the first building permit in Granville Unit 15 and shall meet Town of Prescott Valley Engineering Requirements.
5. A secondary means of emergency ingress/egress from the northeast section of the Granville Unit 15 may be required. The applicant will be required to either sprinkler any residences in this area or may provide a secondary emergency access which meets Central Arizona Fire and Medical Authority (CAFMA) requirements.

Continuing on to the third public hearing item **ZMC19-010**, Granville Unit 15 zoning map change, Mr. Fitzer stated that the site location is at the northeast corner of Glassford Hill Road and Santa Fe Loop Road and the applicant is requesting a zoning change from R1L-10 PAD to C2 PAD for future potential service use that could be located at the site.

Concluding **ZMC19-010** presentation, Mr. Fitzer stated that Staff recommends the Commission recommend **approval** to the Town Council of application **ZMC19-010**. Subject to the following four (4) stipulations:

1. Application GPA19-002 is approved by the Town Council.

2. Unit 15 will require that a Conditional Letter of Map Revision (CLOMR) has been reviewed and approved by the Federal Emergency Management Authority (FEMA) prior to commencement of development of the site.
3. Prior to the first building permit issuance in Granville Unit 15 a Letter of Map Revision (LOMR) is required to be reviewed and approved by the Federal Emergency Management Authority (FEMA).
4. Full buildout of Santa Fe Loop Road along Granville Unit 15's frontage is required prior to the issuance of the first building permit in Granville Unit 15 and shall meet Town of Prescott Valley Engineering Requirements.

Upon completion of Mr. Fitzer's presentation of the three associated public hearing items, Vice-Chairperson Renken opened the items to questions or comments from the Commission.

Commissioner Griffis asked for clarification regarding the name of the applicant and requestor and if they were the same.

Mr. Fitzer stated that Glassford Hill Holdings LLC and Glassford Holding LLC were one in the same and it was an oversight.

Commissioner Griffis noted that Granville's full residential entitlements is 3,400, and questioned what is Granville is currently at.

Mr. Fitzer stated that he conferred with the applicant prior to the meeting and was told they are at slightly over 3,200.

Commissioner Laney asked what the results of the neighborhood meeting that was held on December 15, 2020.

Mr. Fitzer stated that a "Zoom" meeting was held on December 15, 2020 which he observed; however, expressed the applicant may be better to address the outcome of that meeting.

Commissioner Laney asked whether an updated traffic study had been completed for the area of Santa Fe Loop and Tuscany Way.

Mr. Fitzer stated he did not believe so; however, that may be a question for the applicant. He further noted that when the transportation studies were done, it was computed at the full allotment of the 3400 units, so with the units currently at approximately 3200, the original traffic study remains within the engineering parameters for the transportation study.

As there were no further questions from the Commission for Staff, Vice-Chairperson Renken invited the applicant to address the Commission.

Joe Contadino, Applicant/Granville developer, addressed the Commission. Mr. Contadino stated that he has been with Granville since its inception and has been before the Commission several times. He noted that he had a presentation that may provide some focus and background history to the project.

Mr. Contadino addressed Commissioner Laney's question regarding the outcome of the neighborhood meeting. Mr. Contadino stated that they sent out 650 notices for the Zoom meeting on December 15, 2020 and they had 29 people sign on via the web. The participants were able to type questions and then the questions were answered. He noted that there weren't many questions at that Zoom meeting and they have not received any additional questions since that time.

Mr. Contadino presented his PowerPoint presentation which included Granville Community Master Plan from 1999. He noted that the housing has not changed much; however, the biggest change was with the elimination of the golf course in 2003. Mr. Contadino explained that when they eliminated the golf course, they agreed to leave it as open space. He further provided an analysis of parks and open spaces which accounts for 300 acres in the Granville Community. Of that 300 acres, 56 acres are dedicated park areas to the Town of Prescott Valley. He further provided other background information via maps and slides regarding lot size, plats and water system configuration.

Mr. Contadino stated that the proposed development of the two (2) pieces located at the Southeast and Southwest intersection of Tuscany Way and Santa Fe Loop Road are proposed to be 30 single-family duplexes – 14 on the west side and 16 on the east side. He indicated that there is a large amount of open space surrounding the units due to the configuration of the parcels.

Mr. Contadino provided background on the school site and the traffic issues that have increased over time which has impacted the bus routes traveling through the neighborhoods to enter and exit the school site. He further explained that by developing a small subdivision at the Santa Fe Loop area, they could provide an access road to the school site at a signalized intersection off Santa Fe Loop. He did note that the road would be commercial grade like all the roads in Granville.

Continuing, Mr. Contadino stated that the subject area near the school is in the floodplain and the only way to develop the area and build a road through there is to obtain a Conditional Letter of Map Revision (CLOMR), which indicates FEMA will revise base flood elevations. He noted that they are supposed to receive the CLOMR any day.

Mr. Contadino explained that once the CLOMR is received, the intent is to develop 56 units consisting of single-family duplexes and a road to provide the school access for their busses to enter and exit the school site without having to travel through the community. He noted that the school district is highly in favor of the proposal. Mr. Contadino indicated that a sidewalk will also be installed per the request of the school district.

Mr. Contadino stated that there is a verbal agreement between the school district and Glassford Holdings for the school to dedicate approximately 2 acres located in the floodplain to Glassford Holdings in exchange for road access (and sidewalk) to the school site for bus routes.

Mr. Contadino explained, via detailed visual maps, the water flow, water channels and floodplain areas of the development.

Concluding, Mr. Contadino indicated that he has had comments from residents regarding lot premiums and promises of permanent open space. To address those issues, Mr. Contadino explained Granville's purchase contract noting that there is an area where the purchaser can write in any promises made to them (i.e. permanent open space, views) and the purchaser is required to fill in and sign – if none, the purchaser must indicate “none” and sign. He noted that every contract that has been written in Granville contains that language and he has never had anyone write anything in except for one stating that the “sale price will not change after purchase”.

Vice-Chairperson Renken opened the item to questions or comments from the Commission.

Vice-Chairperson Renken asked if there were any concerns from the engineers or FEMA that the proposed high-water mark may be higher because of the fine tuning of the drainage channels over the years.

Mr. Contadino stated that engineers have design guidelines, standards and stipulations in place. They have established that if you are one foot above the 100-year flood, within 100 years you will never have water above that. He noted that is a standard in the industry. Mr. Contadino also commented that they have acquired five CLOMRs thus far for Granville.

Vice Chairperson Renken asked if FEMA has reviewed and approved the LOMR as per one of the stipulations.

Mr. Contadino indicated that it was submitted to the Army Corp of Engineers, which is under FEMA, and they review and approve the engineered drawings. Once the drawings have been approved, a Conditional Letter of Approval will be issued. Once an approval is received, improvements will be able to begin for the project. He noted that at the time the improvements are complete, the engineers will certify that the work is in conformance with the drawing and then FEMA will issue a LOMR that automatically changes the floodplain. He mentioned that there is a six-month waiting period for the LOMR to be in effect.

Commissioner Laney asked what the channel in the new development will look like and noted she lives in Granville and is familiar with what the area looks like.

Mr. Contadino pointed out via the visual map what it will look like and noted that it will have natural vegetation, which in this area doesn't grow much.

There were no further questions of the applicant; therefore, Vice-Chairperson Renken opened the item to questions or comments from the public.

Curt Thon, 6857 E Voltaire Dr. addressed the Commission. Mr. Thon stated his comments were directly related to the Granville Unit 15 proposal. He noted that he is a retired civil engineer and was licensed to practice in Arizona. He stated that engineers use theoretical and hypothetical data to make calculations which is a “paper solution” as they have no ability to predict future weather changes or 1000-year floods. He believes there are safety risks for the proposed Unit 15 and does not believe the proposal is appropriate for the area as it is separate from Granville amenities. Mr. Thon also does not think the additional road for the school will make a difference

with bus traffic as there are still Jr. High and Highschool busses that must travel through the community. In addition, Mr. Thon indicated that he does not believe there is a need for Commercial development in a residential area. Mr. Thon stated that the proposed Unit 15 should remain open space for the citizens to enjoy and requested a NO vote; however, if the application was approved, he suggested stipulations be placed such as screening, disclosure of conditions/risks and the developer pay for flood insurance for existing property owners.

Elizabeth Kennedy, Granville resident, addressed the Commission. Ms. Kennedy stated that due to increased traffic associated with the proposed developments as well as Jasper, she proposes to place a 4-way stop at the intersection of Tuscany Way and Santa Fe Loop.

John Novello, 4790 N. Edgemont, addressed the Commission. Mr. Novello stated that with all the construction that is underway, he is having severe problems with rodents and so are other neighbors.

Mr. Contadino addressed Mr. Thon's statement regarding "hypothetical and theoretical" data. Mr. Contadino stated that several years ago there was a severe storm and he had asked engineers if that storm was considered a 50-year or 100-year storm. The engineers responded that it could have been a 1000-year storm. He noted that there was a berm in Granville that overflowed and caused damage; however, no home in Granville was damaged in that severe storm.

Addressing Mr. Thon's stipulations, Mr. Contadino noted that it is people's choice to live, or not live, in an area that has a bus route in their neighborhood. With regard to the flood insurance being paid by the developer, Mr. Contadino stated that mortgage companies use a FIRM map to determine if property is located in a flood area and will only require flood insurance if the property is located within the floodplain; Once the LOMR is issued for the proposed area, that area will no longer be considered in a floodplain.

Addressing Ms. Kennedy's request for a 4-way stop at Tuscany and Santa Fe Loop. Mr. Contadino stated that the Master Plan design for Santa Fe Loop consists of three (3) lanes in each direction and the Town owns the right-of-way; therefore, placing of stop signs would not be a decision of the developer.

Mr. Thon re-addressed the Commission. Mr. Thon stated that despite the paper documents stating a property is not in a flood area, it is ultimately up to the mortgage company to make the final decision. He noted that he knows of a resident in Granville that was required by their mortgage lender to obtain flood insurance.

As there were no further questions or comments from the Commission or the public related to any of the three items presented, Vice-Chairperson Renken called for a motion for each item – GPA19-002, ZMC19-009, ZMC19-010.

**Action GPA19-002**

**Commissioner Griffis moved to approve GPA19-002 and forward to the Town Council with a recommendation for approval. Commissioner Rutherford seconded the motion.**

MOTION carried 5:1 by roll call vote as follows: Commissioner Rutherford YES, Commissioner Musarra YES, Commissioner Roberts YES, Commissioner Griffis YES, Commissioner Laney NO and Vice-Chairperson Renken YES.

**MOTION carried with 5 ayes and 1 nay.**

**Action ZMC19-009**

**Commissioner Griffis moved to approve ZMC19-009 with 5 stipulations and forward to the Town Council with a recommendation for approval.**

1. Application GPA19-002 is approved by the Town Council.
2. Unit 15 will require that a Conditional Letter of Map Revision (CLOMR) has been reviewed and approved by the Federal Emergency Management Authority (FEMA) prior to commencement of development of the site.
3. Prior to the first building permit issuance in Granville Unit 15 a Letter of Map Revision (LOMR) is required to be reviewed and approved by the Federal Emergency Management Authority (FEMA).
4. Full buildout of Santa Fe Loop Road along Granville Unit 15's frontage is required prior to the issuance of the first building permit in Granville Unit 15 and shall meet Town of Prescott Valley Engineering Requirements.
5. A secondary means of emergency ingress/egress from the northeast section of the Granville Unit 15 may be required. The applicant will be required to either sprinkler any residences in this area or may provide a secondary emergency access which meets Central Arizona Fire and Medical Authority (CAFMA) requirements.

**Commissioner Roberts seconded the motion.**

MOTION carried 5:1 by roll call vote as follows: Commissioner Rutherford YES, Commissioner Musarra YES, Commissioner Roberts YES, Commissioner Griffis YES, Commissioner Laney NO and Vice-Chairperson Renken YES.

**MOTION carried with 5 ayes and 1 nay.**

**Action ZMC19-010**

**Commissioner Griffis moved to approve ZMC19-010 with 4 stipulations and forward to the Town Council with a recommendation for approval.**

1. Application GPA19-002 is approved by the Town Council.
2. Unit 15 will require that a Conditional Letter of Map Revision (CLOMR) has been reviewed and approved by the Federal Emergency Management Authority (FEMA) prior to commencement of development of the site.
3. Prior to the first building permit issuance in Granville Unit 15 a Letter of Map Revision (LOMR) is required to be reviewed and approved by the Federal Emergency Management Authority (FEMA).
4. Full buildout of Santa Fe Loop Road along Granville Unit 15's frontage is required prior to the issuance of the first building permit in Granville Unit 15 and shall meet Town of Prescott Valley Engineering Requirements.



Commissioner Roberts seconded the motion.

MOTION carried 5:1 by roll call vote as follows: Commissioner Rutherford YES, Commissioner Musarra YES, Commissioner Roberts YES, Commissioner Griffis YES, Commissioner Laney NO and Vice-Chairperson Renken YES.

**MOTION carried with 5 ayes and 1 nay.**

4. **ZMC20-006.** Upon the application of Fergis and Associates Inc, a request for a Zoning Map Change from R2-2 PAD (Residential; Multiple Dwellings Density District 2) to R2-1 PAD (Residential; Multiple Dwellings Density District 1) on approximately 2.4 acres located south of the Southeast intersection of Long Look Drive and View Point Drive, Prescott Valley, AZ. APN# 103-02-778H.

Mr. Fitzer addressed the Commission. Mr. Fitzer indicated the location via a visual map and stated that the current zoning is R2-2 PAD and is associated with Viewpoint I which has been developed. He noted that there was an overall allocation of units between those two sites. Originally, they were going to develop 52 units; however, during their market analysis they found that the need for 2-bedroom units was not significant. Therefore, they are looking to convert the 2-bedroom units to 1-bedroom units. Mr. Fitzer indicated that by going from 52 units with mixed 1 and 2-bedroom to 1-bedroom units, it would increase the unit count to 74 (73 1-bedroom and one 2-bedroom).

Mr. Fitzer explained that increasing the number of units requires a change in the density district. Mr. Fitzer provided further explanation of how density districts are calculated. He noted that given the density district has changed, it is necessary to change the zoning from R2-2 PAD to R2-1 PAD.

Concluding, Mr. Fitzer stated the Staff recommends the Commission recommend approval to the Town Council for ZMC20-006 subject to one (1) stipulation.

1. One half street improvements along Viewpoint II Senior Community's Viewpoint Drive frontage is required prior to the issuance of the building permit and shall meet Town of Prescott Valley Engineering requirements.

Vice-Chairperson Renken opened the item to questions or comments from the Commission.

Commissioner Griffis asked for clarification to the original proposal of 102 units stating it appears the units would lower the density.

Mr. Fitzer explained that the 102 units included both Viewpoint I and II and with the changes from 2-bedrooms to 1-bedrooms, it marginally increases the density.

There were no further questions of Staff; therefore, Vice-Chairperson Renken 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; Vice-Chairperson Renken called for a motion.

**Action ZMC20-006**

**Commissioner Roberts moved to approve ZMC20-006 with 1 stipulations and forward to the Town Council with a recommendation for approval.**

1. One half street improvements along Viewpoint II Senior Community's Viewpoint Drive frontage is required prior to the issuance of the building permit and shall meet Town of Prescott Valley Engineering requirements.

**Commissioner Rutherford seconded the motion.**

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

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

**VIII. Action Items**

1. **PDP19-007.** Upon the application of Glassford Holding LLC, a request for a Preliminary Development Plan for a proposed 56-unit single family duplex development on approximately fourteen (14) acres and an approximately 2 acre Commercial corner located at the Northeast intersection of Glassford Hill Road and Santa Fe Loop Road, Prescott Valley, AZ. Portion of APN#'s: 103-52-249D; and 103-52-249A.

Mr. Fitzer stated that there was some discussion regarding this application during the earlier presentation as it is associated with GPA19-002, ZMC19-009 and ZMC19-010. He indicated the location via a visual map as well as a graphic of the Preliminary Development Plan and noted that the applicant did show the same during the public hearing.

Mr. Fitzer reported that the request adheres to all Town requirements and noted that there are seven (7) stipulations associated with approval. Specifically, approval by the Town Council of GPA19-002, ZMC19-009 and ZMC19-010.

Concluding, Mr. Fitzer stated that Staff recommends the Commission approve PDP19-007 subject to seven (7) stipulations as outlined:

1. Application GPA19-002 is approved by the Town Council.
2. Application ZMC19-009 is approved by the Town Council.
3. Application ZMC19-010 is approved by the Town Council.
4. Unit 15 will require that a Conditional Letter of Map Revision (CLOMR) has been reviewed and approved by the Federal Emergency Management Authority (FEMA) prior to commencement of development of the site.
5. Prior to the first building permit issuance in Granville Unit 15 a Letter of Map Revision (LOMR) is required to be reviewed and approved by the Federal Emergency Management Authority (FEMA).
6. Full buildout of Santa Fe Loop Road along Granville Unit 15's frontage is required prior to the issuance of the first building permit in Granville Unit 15 and shall meet Town of Prescott Valley Engineering Requirements.
7. A secondary means of emergency ingress/egress from the northeast section of the Granville Unit 15 may be required. The applicant will be required to either sprinkler any residences in this area or may provide a secondary emergency access which meets Central Arizona Fire and Medical Authority (CAFMA) requirements.

There were no questions of Staff; therefore, Vice-Chairperson Renken asked for a motion on the item.

**Action PDP19-007**

**Commissioner Griffis moved to approve PDP19-007 with 7 stipulations and forward to the Town Council with a recommendation for approval.**

1. Application GPA19-002 is approved by the Town Council.
2. Application ZMC19-009 is approved by the Town Council.
3. Application ZMC19-010 is approved by the Town Council.
4. Unit 15 will require that a Conditional Letter of Map Revision (CLOMR) has been reviewed and approved by the Federal Emergency Management Authority (FEMA) prior to commencement of development of the site.
5. Prior to the first building permit issuance in Granville Unit 15 a Letter of Map Revision (LOMR) is required to be reviewed and approved by the Federal Emergency Management Authority (FEMA).
6. Full buildout of Santa Fe Loop Road along Granville Unit 15's frontage is required prior to the issuance of the first building permit in Granville Unit 15 and shall meet Town of Prescott Valley Engineering Requirements.
7. A secondary means of emergency ingress/egress from the northeast section of the Granville Unit 15 may be required. The applicant will be required to either sprinkler any residences in this area or may provide a secondary emergency access which meets Central Arizona Fire and Medical Authority (CAFMA) requirements.

Commissioner Musarra seconded the motion.

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

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

2. **PDP21-001.** Upon the application of Glassford Holding LLC, a request for a Preliminary Development Plan for a proposed 30-unit single family duplex development on approximately six (6) acres located at the Southeast and Southwest intersection of Tuscany Way and Santa Fe Loop Road, Prescott Valley, AZ. Portion of APN#'s: 103-02-768L; and 103-02-768K.

Mr. Fitzer addressed the board. He stated that PDP21-001 is associated with GPA19-002 and ZMC19-009 and depicted the location via visual map.

Concluding, Mr. Fitzer stated that the proposed Preliminary Development Plan meets all Town requirements and Staff recommends the Commission approve PDP21-001 subject to two (2) stipulations:

1. Application GPA19-002 is approved by the Town Council.
2. Application ZMC19-009 is approved by the Town Council.

Vice-Chairperson Renken opened the item to questions or comments from the Commission.

Commissioner Laney asked if an updated traffic study been done since Jasper has opened.

Mr. Fitzer stated that as the original traffic study considered the entire 3,400 units; therefore, given Granville is currently at 3200 units, the original traffic study is still well within the engineering parameters.

Richard Parker, Director, addressed the Commission. Mr. Parker stated that there have been traffic studies done for Jasper. He noted that part of Jasper's requirements is when they hit 700 platted units, there is an obligation to direct traffic to Highway 69 via Jasper Drive with a minimum of four lanes in either direction, which was a condition of zoning. Mr. Parker indicated that as part of the Master Plan for Jasper there will be a connection between Prescott Valley and Prescott, other than a state highway, and that will be the extension of Jasper into the Dells project (located in Prescott) utilizing the old Highway 89A corridor which currently exists. Mr. Parker stated that those circumstances were studied as part of the traffic analysis for Jasper because there was concern about overloading traffic on Santa Fe Loop and intersections along there. It was determined that the connections made through Jasper to the highway, as well as potentially to Prescott through additional routes, would offset significantly the traffic generated from Granville because the traffic will actually go the opposite direction as it currently flows. He noted that the Planning Commission did review that as part of Jasper's Master Plan review.

Commissioner Laney stated that it was her understanding there could not be a 4-way stop at the intersection of Tuscany and Santa Fe Loop because it was supposed to be a major throughfare; however, Mr. Contadino stated that there is a wide easement on either side of Santa Fe Loop. She asked if there could be a roundabout placed there.

Mr. Parker stated that may be an engineering solution in the future if there is a large volume of traffic that develops. Mr. Parker indicated the engineering studies would have to be completed in order to support a 4-way stop because associated with those are consequences that would have to be looked at, such as rear ended collisions that come as a result of stop signs.

There were no further questions of Staff; therefore, Vice-Chairperson Renken asked for a motion on the item.

### **Action PDP21-001**

#### **Commissioner Rutherford moved to approve PDP21-001 with 2 stipulations and forward to the Town Council with a recommendation for approval.**

1. Application GPA19-002 is approved by the Town Council.
2. Application ZMC19-009 is approved by the Town Council.

**Commissioner Roberts seconded the motion.**

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

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

3. **PDP20-006.** Upon the application of Fergis and Associates Inc, a request for a Preliminary Development Plan for a proposed 3-story 74 unit (73 one bedroom and 1 two bedroom at 105,784 square feet) senior community and associated parking on approximately 2.4 acres south of the Southeast intersection of Long Look Drive and View Point Drive, Prescott Valley, AZ. APN# 103-02-778H.

Mr. Fitzer showed the Preliminary Development Plan via visual graphic stating that the development is a 3-story building consisting of 74 units. He noted that parking and access all meet Town requirements. He noted that there is also additional access to the existing Viewpoint I to the east. He showed visual graphics of the elevations that match Viewpoint I as well as the proposed landscape plan.

Concluding, Mr. Fitzer stated that Staff recommends the Commission approve the Preliminary Development Plan PDP20-006 subject to nine (9) stipulations as outlined:

1. Approval of ZMC20-006 by the Town Council.
2. Development and use of the site shall be consistent with the Preliminary Development Plan Site Plan dated December 31, 2020, consisting of one (1) sheet entitled “Viewpoint II Senior Community” as included as an attachment to this report.
3. Building Elevations shall be consistent with the Elevations entitled “Viewpoint II Senior Community” consisting of two (2) sheets dated December 31, 2020 and November 4, 2020 as included as an attachment to this report.
4. Landscaping of the site shall be consistent with the Landscape Plan entitled “Viewpoint II Senior Community” consisting of one (1) page prepared by T.J. McQueen & Associates dated November 5, 2020 as included as an attachment to this report.
5. Photometric Plans and cutsheets shall be submitted for review by staff and approval by the Town Council with the Final Development Plan.
6. Refuse containers, are required to be screened from public view in accordance with Article 13-26-050 D 1.
7. Per 13-26-050 4. All ground mounted mechanical shall be screened from view by screen walls, on all sides, of a height equal to or greater than the mechanical equipment. Any roof mounted mechanical shall be concealed on all sides with screening devices which are equal to or greater in height than the mechanical equipment. The screening devices shall be or appear to be an integral part of the building.
8. The owner shall remit to the Town, on a monthly basis, all monies collected as a result of the proposed multi-family development, and/or its successors and assigns, applying a “surcharge” against all rents collected from occupation and use of units within any phase of the apartment complex, 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 apartment complex.
9. One half street improvements along Viewpoint II Senior Community’s Viewpoint Drive frontage is required prior to the issuance of the building permit and shall meet Town of Prescott Valley Engineering Requirements.

There were no questions of Staff; therefore, Vice-Chairperson Renken asked for a motion on the item.

**Action PDP20-006**

**Commissioner Musarra moved to approve PDP20-006 with 9 stipulations and forward to the Town Council with a recommendation for approval.**

1. Approval of ZMC20-006 by the Town Council.
2. Development and use of the site shall be consistent with the Preliminary Development Plan Site Plan dated December 31, 2020, consisting of one (1) sheet entitled “Viewpoint II Senior Community” as included as an attachment to this report.
3. Building Elevations shall be consistent with the Elevations entitled “Viewpoint II Senior Community” consisting of two (2) sheets dated December 31, 2020 and November 4, 2020 as included as an attachment to this report.
4. Landscaping of the site shall be consistent with the Landscape Plan entitled “Viewpoint II Senior Community” consisting of one (1) page prepared by T.J. McQueen & Associates dated November 5, 2020 as included as an attachment to this report.
5. Photometric Plans and cutsheets shall be submitted for review by staff and approval by the Town Council with the Final Development Plan.
6. Refuse containers, are required to be screened from public view in accordance with Article 13-26-050 D 1.
7. Per 13-26-050 4. All ground mounted mechanical shall be screened from view by screen walls, on all sides, of a height equal to or greater than the mechanical equipment. Any roof mounted mechanical shall be concealed on all sides with screening devices which are equal to or greater in height than the mechanical equipment. The screening devices shall be or appear to be an integral part of the building.
8. The owner shall remit to the Town, on a monthly basis, all monies collected as a result of the proposed multi-family development, and/or its successors and assigns, applying a “surcharge” against all rents collected from occupation and use of units within any phase of the apartment complex, 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 apartment complex.
9. One half street improvements along Viewpoint II Senior Community’s Viewpoint Drive frontage is required prior to the issuance of the building permit and shall meet Town of Prescott Valley Engineering Requirements.

**Commissioner Griffis seconded the motion.**

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

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

**IX. Call to the Public**

Vice-Chairperson Renken 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, Vice-Chairperson Renken called for a motion for adjournment.

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

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

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

The February 8, 2021 meeting of the Planning and Zoning Commission adjourned at 7:06 p.m.



Chairperson Zurcher