



TOWN OF PRESCOTT VALLEY MEETING NOTICE

BOARD OF ADJUSTMENT AGENDA OCTOBER 26, 2026

Council Chambers/Library Auditorium, 7401 E Skoog Blvd. Prescott Valley, AZ.

Doors open at 5pm for the 5:30pm meeting.

MEETING INFORMATION: Pursuant to A.R.S. §38-431.02; Town Code §2-04-010, notice is hereby given to the general public that the Board of Adjustment will hold a meeting open to the public on October 26, 2026, at 5:30pm located in the Council Chambers/Library Building, 7401 E Skoog Blvd. Prescott Valley, Arizona. Action may be taken by the Board on any item listed on this agenda. Copies of the Agenda and supplementary materials are available on the Town's website at www.prescottvalley-az.gov or the Office of the Town Clerk, 7501 E Skoog Blvd.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION: Pursuant to A.R.S. §§ 38-431.02(I) and 38-431.03(A)(3); Town Code §2-04-030, notice is hereby given to the members of the Board of Adjustment and the general public that, at this Regular Meeting, the Board of Adjustment may vote at any time during the meeting to go into Executive Session, which will not be open to the public, for legal advice and discussion with the Town Attorney on any item listed on the attached agenda.

VIEWING AND PARTICIPATION: This meeting may be viewed on [Channel 56](#), [Facebook Live](#), [YouTube](#), or on the [Town's website](#). It is strongly encouraged that anyone wishing to address the Board register their name with the Clerk and follow the instructions given by the Clerk before the meeting. When recognized, use the podium/microphone, and state your name. Comments are limited to three (3) minutes unless additional time is granted by the Chair [A.R.S. §§9- 462.04(A) &

38-431.01(A)&(H); Town Code §2-02-040(B)].

MEETING PROTOCOL: The Chair or other presiding officer at the meeting may change the order of Agenda items and/or take items on the Agenda in an order they determine is appropriate [A.R.S. §38-431.02(H); Town Code §§2-02-040(B) & 2-04-060].

EMAIL: By 5pm the day before the Board of Adjustment meeting, email comments to devserv@prescottvalley-az.gov. All emails received by this deadline will be distributed to members of the Board for their review and consideration but will not be read aloud at the meeting. In the email, please identify your name and your comment pertaining to the agenda item [A.R.S. §38-431.01(C)(4)].

Forms to request accommodations pursuant to Section 504/ADA guidelines are available by contacting the Human Resources Department at (928)759-3009 or email HR@prescottvalley-az.gov. Such requests must be submitted twenty-four (24) hours prior to the meeting.



Deliver Exceptional Service to Enhance our Quality of Life

High Performing Team



Employee Engagement

Professional Development

Communications

Water and Land Stewardship



Water Recharge

Stormwater Management

Reducing Overdraft

Land Conservation

Quality of Life



Capital Improvement

Pathway and Trail Connectivity

Citizen Satisfaction

Attainable Housing

Public Safety

Prosperous Community



Industry Diversification

Business Attraction and Expansion

Financial Sustainability

Service Excellence | Integrity | Respect | Teamwork | Fun

BOARD OF ADJUSTMENT AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CALL TO THE PUBLIC:** At this time, any member of the public is allowed to address the Board of Adjustment on any issue within the jurisdiction of the Board, except for items scheduled for a Public Hearing at this meeting. The speaker may have up to three (3) minutes to speak. Any persons wishing to address the Board must register their name with the Clerk prior to the meeting. Pursuant to Arizona Open Meeting Law, at the conclusion of Call to the Public, individual members of the Board may respond to criticism made by those who have addressed the Board, and may ask staff to review the matter, or may ask that the matter be placed on a future agenda. However, members of the Board shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noticed for discussion and legal action.
- 4. ANNOUNCEMENTS**
- 5. APPROVAL OF MINUTES**
 - a.** September 28, 2026, Regular Meeting Minutes Consideration & Possible Action (Approve)
- 6. PUBLIC HEARING ITEMS**
- 7. ACTION ITEMS**
 - a.** V26-002 - Consideration & Possible Action (Approve) [Chris Norlock, Planner II]

SUMMARY/BACKGROUND:

Upon the application of Rose Arredondo, owner, a request for a Variance per Section 13-13-020.M.4 of the Town of Prescott Valley Zoning Ordinance to allow for a front yard fence of 5'5" in height. The subject property is located at 3615 N Sharon Drive, Prescott Valley, AZ, APN# 103-26-277.

- 8. ADJOURNMENT**



TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 10/26/2026

TO: Board of Adjustment Regular Meeting

DEPARTMENT: Development Services

SUBJECT:
September 28, 2026, Regular Meeting Minutes Consideration & Possible Action (Approve)

Attachments

Minutes



BOARD OF ADJUSTMENT REGULAR MEETING

Council Chambers/Library Auditorium
7401 E. Skoog Blvd. Prescott Valley, Arizona 86314, at 5:30 p.m.

MEETING MINUTES **September 28, 2026**

1. CALL TO ORDER

Chairperson Carson called the September 28, 2026, public meeting of the Board of Adjustment to order at 5:30 p.m.

Chairperson Carson stated that the Board of Adjustment is an impartial body made up of residents of the Town of Prescott Valley who volunteer their time and efforts and are guided by state and local rules and regulations.

Chairperson Carson advised the applicant, Mr. Scott, that there was not a full board present and that the applicant has a right to request that the item be deferred to a future date when a five-member board is present. Chairperson Carson explained that there is a quorum present but there are currently only three members on the board with two vacancies and asked Mr. Scott if he wished to proceed.

Mr. Legler, Town Attorney, clarified that there were currently two vacancies on the Board and discussed the potential timeframe for filling those vacancies and the potential consequences for deferring until a full board was available.

Mr. Scott, stated that he would like to defer partly because there was not a full five-member board and partly because he was attending in person on behalf of his sister with her having technical problems joining via Teams. Mr. Scott stated that he elected to defer the item with the understanding that if he defers and the timeframe for filling the vacancies is taking quite some time, he has the option to reschedule and come back and present to the smaller board.

Chairperson Carson acknowledged all Town employees present: Chris Norlock, Planner II; Colleen Black, Administrative Services Manager; Stacey Bristow, Development Services Director; and Ivan Legler, Deputy Town Attorney.

2. ROLL CALL

Present: Chairperson Michael Carson, Vice-Chair Dana Shaffer, Member John Burton

Absent: NONE

3. CALL TO THE PUBLIC: NONE

4. ANNOUNCEMENTS: NONE

5. APPROVAL OF MINUTES

5a. February 23, 2026, regular meeting minutes.

Chairperson Carson asked if there were any corrections to the February 23, 2026, regular meeting minutes. None were made.

Chairperson Carson asked for a motion to approve the meeting minutes. Vice-Chair Dana Shaffer made the MOTION, seconded by Member John Burton, to approve the February 23, 2026, regular meeting minutes.

AYES: Chairperson Michael Carson, Vice-Chair Dana Shaffer, Member John Burton

NAYS:

ABSENT:

ABSTAIN:

MOTION Passed with 3 ayes, 0 nays, 0 absent, 0 abstain

6. PUBLIC HEARING ITEMS: NONE

7. ACTION ITEMS: DEFERRED

8. ADJOURNMENT

With the action item for the night being deferred, Chairperson Carson called for a motion to adjourn.

Vice-Chair Dana Shaffer made the MOTION, seconded by Member John Burton, to adjourn.

The September 28, 2026, meeting of the Board of Adjustment adjourned at 5:38 p.m.

Chairperson Michael Carson

For more information on this meeting, please visit:
[Board of Adjustment Regular Meeting - Monday, September 28, 2026](#)



TOWN OF PRESCOTT VALLEY STAFF REPORT

DATE: 10/26/2026

TO: Board of Adjustment Regular Meeting

DEPARTMENT: Development Services

SUBJECT: V26-002 - Consideration & Possible Action (Approve) [Chris Norlock, Planner II]

SUMMARY/BACKGROUND:

Upon the application of Rose Arredondo, owner, a request for a Variance per Section 13-13-020.M.4 of the Town of Prescott Valley Zoning Ordinance to allow for a front yard fence of 5'5" in height. The subject property is located at 3615 N Sharon Drive, Prescott Valley, AZ, APN# 103-26-277.

Attachments

Variance Application
Conceptual Site Plan
Yavapai Pediatrics
Pediatrics in the Pines



VARIANCE APPLICATION SUBMITTAL CHECKLIST

Development Services
7501 E. Skoog Blvd.
Prescott Valley, Arizona 86314
Phone (928)759-3050
Fax (928)772-7829
email: devserv@prescottvalley-az.gov

Application #: _____ **Site Address:** 3615 N Sharon Drive Prescott Valley Az 86314

No application is to be submitted or accepted unless it is complete including, but not limited to, the following:

- ☐ A mandatory pre-application meeting with the Planning staff, or representative, on (date) _____.
- ☐ Hearing application stating the request and the type of proposed development, the Assessor's Parcel #, application signed and dated, indicating whether the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization.
- ☐ A legal description of the property identified on the application; if too lengthy, please attach.
- ☐ A site layout, landscape plan, building elevations and other pertinent data as requested (see requirements).

• North Arrow	• Street Names
• Lot Dimensions	• Topographic Characteristics
• Location of All Existing Building/Structures on Property, Including Dimensions	• Dimensions Between All Structures and Property Lines and/or Fences
• Dimensions Between All Structures on the Same Lot	• Location and Dimensions of Item for which Variance Is Requested
• Landscaping, Screening and Outdoor Lighting as Required by Article 13-26	• Off-Street Parking as Required by Article 13-24
• Vehicular Access Points	• Signs and Lighting, Including Location
• General Location and Estimated Size of Detention Areas	• Possible Utility Locations, if Known
• Additional Requirements/Items Requested by Staff	

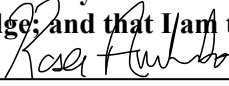
NOTE: Site plan does not have to be professionally prepared; however, it must be drawn to scale and adequately dimensioned.

- ☐ Property Directions and Permission to enter Property Statement signed and notarized.
- ☐ Photographs of the subject property (Optional).
- ☐ A filing fee in the amount of:
 - **Base Variance - Residential = \$214.00**
 - **Base Variance – Commercial = \$267.50**



**PLANNING & ZONING DIVISION
BOARD OF ADJUSTMENT VARIANCE
APPLICATION**

Development Services
7501 E. Skoog Blvd.
Prescott Valley, Arizona 86314
Phone (928)759-3050
Fax (928)772-7829
email: devserv@prescottvalley-az.gov

Project Address: 3615 N Sharon Drive Prescott Valley AZ 86314		FOR OFFICE USE ONLY	
Owner's Name and Mailing Address: Rose Arredondo 3615 N Sharon Drive Prescott Valley AZ 86314 Phone: (928)848-0949		Hearing Date:	
		HA#:	
		Application Date:	
		T :	R :
Agent's Name and Mailing Address <u>(Agent authorization letter must accompany application):</u> Phone: _____ Fax: _____ Email: _____		Zoning:	
		Fees & Charges:	
		Receipt No. & Date:	
		Taken by:	
Request (detailed as follows): 5'5" fence for nonverbal Disabled Autistic child with a Fight Risk History. 			
Assessors Parcel Number: 103-26-277		Lot: 3029	Unit: 10
Subdivision Name: Yavapai County			
I hereby certify that the information submitted for this application is complete and accurate to the best of my knowledge; and that I am the applicant or the bonafide agent of same as stated in the attached documentation.  _____ Signature Rose Arredondo _____ Please Print Name <u>09/04/26</u> _____ Date			



Development Services

7501 E. Skoog Blvd.

Prescott Valley, Arizona 86314

Phone (928)759-3050

Fax (928)772-7829

email: devserv@prescottvalley-az.gov

VARIANCE APPLICATION PROCEDURES

A variance is a request to deviate from the established development standards in the Zoning Code. In order to be granted a variance, an applicant must prove four conditions exist on the subject property.

1. There are special circumstances or conditions applying to the land, building, or use referred to in the request; and
2. The granting of the variance is necessary for the preservation and enjoyment of substantial property rights; and
3. The granting of the variance will not materially be detrimental to persons, property, or to the public welfare of the community; and
4. The special circumstances applicable to the subject property were not self-imposed by the property owner or any previous owner of the property.

Prior to filing a request for a variance, the applicant must meet with Planning staff. An application and filing can then be filed with the Development Services Department.

All variances will be heard and decided upon by the Board of Adjustment. The Board consists of five (5) residents of the Town of Prescott Valley that are appointed by the Mayor and Town Council. The Board must find that all four conditions stated above exist on the property to rule favorably on a variance request.

NOTE: All Board members are required to visit the subject site individually prior to the public hearing, however, **no Board member may be approached in person, by telephone, or electronic e-mail by the applicant to discuss the variance.** Questions or concerns regarding the variance or public hearing process should be directed to Development Services Department Staff.

The Board of Adjustment meets on the fourth Monday of each month. All applications must be submitted four weeks prior to the meeting date. Variances which are granted by the Board shall be void if the variance is not commenced or a building permit has not been issued within six months of the Board's decision or within the time stipulated by the Board.

Note: The applicant, or his representative, should be present at scheduled meetings to answer questions. If construction is planned, the applicants should obtain a Building Permit application and familiarize themselves with requirements. Any associated building permits will be issued after Public Hearing approvals.

VARIANCE JUSTIFICATION

(Must be completed fully by the Applicant)

The following questions are intended for the applicant to explain the variance requested meets the four conditions required in order for the Board of Adjustment to grant a variance. It is the burden of the applicant to prove his or her case to the Board.

1. Please explain what special circumstances or conditions apply to the land, building, or use referred to in the application, which do not apply to other similar properties in the same zoning district. Special circumstances or conditions would include, for example, an unusual lot size, shape, or topography. This condition is considered a property hardship and it must be a condition relating to the property that is so unique it cannot be replicated on any other similarly zoned property in the Town.

~~The location of our home has a bedroom window a few feet from a neighboring chicken coop, our home is also on a corner Lot in front of two crossroads, this continues to create a significant safety concern for both of my children who have Autism, Riley my youngest is nonverbal also diagnosed with Sensory Processing Disorder, meaning loud sounds are physically painful to him, the recurring noise is causing him severe sensory overload, when overstimulated he elopes from our property and runs toward the road.~~

2. Please state why the authorizing of this variance is necessary for the preservation and reasonable enjoyment of substantial property rights. In other words, without you being granted this variance, your property cannot be reasonably used. You will not be granted a variance if your property can be used, even if it is in a manner other than that desired by the owner or applicant.

~~The requested variance is necessary to allow us to construct a higher fence that will serve as a safety barrier for my child. Due to his Autism, Nonverbal status and diagnosed sensory processing disorder. We currently are having to contact law enforcement to assist in locating my child after each elopement. The request for a fence that is higher than the standard is necessary to help keep him safely within the property and provide an additional layer of protection against future elopement incidents. Our property presents a significant safety risk because there are 2 busy crossroads directly in front of our property.~~

3. Please explain why authorizing this variance application will not be materially detrimental to persons residing or working in the vicinity, to the adjacent property, to the neighborhood, or the public welfare in general. A variance that will not be compatible with the surrounding development or will create an adverse impact on other properties cannot be approved.

~~Granting this variance will not be materially detrimental to neighboring properties, persons, or public welfare. the proposed fence will be located on our property and will serve as a safety barrier to help prevent my child from leaving the property and entering the roadway. The fence will not interfere with public access, traffic, utilities or neighboring use. Instead it will reduce the risk of an emergency involving my child and improve the safety of our household and the surrounding area.~~

4. Please provide information that proves the special circumstances on your property were not created by the owner, any previous owner, or applicant. The property hardship cannot be self-imposed. The Board cannot grant a variance for a self-imposed hardship.

These circumstances were not created by the property owner or previous owner. The location of the neighboring coop, the recurring noise generated by 9 chickens the location of the crossroads and the physical relationship between the properties are circumstances outside of our control. My nonverbal child has autism and a diagnosed sensory processing disorder, certain sounds are physically painful to him, sensory oversitimulation result in dangerous elopement behavior. Circumstances that we did not create by any action on the property. Request is to prevent dangerous situations and vehicles from injuring my child.

NOTE: Generally, hardships are situations that run-with-the-land (i.e. rocks, ditches, hills, washes, etc.), that would prevent enjoyment of property rights if strict interpretation of the Code were enforced, personal and/or self-imposed conditions or hardships are not grounds for a variance.

Rose Arredondo

APPLICANT NAME (Please Print)



APPLICANT SIGNATURE

09/04/26

Date

TOWN OF PRESCOTT VALLEY PLOT/SITE PLAN

PLEASE INDICATE NORTH

Hearing #: _____

APPLICANT: Rose Arredondo

ADDRESS: _____

AFFIDAVIT

I/We certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads), correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within 20 feet of any proposed or existing structure has been indicated.

Signature of owner or authorized representative

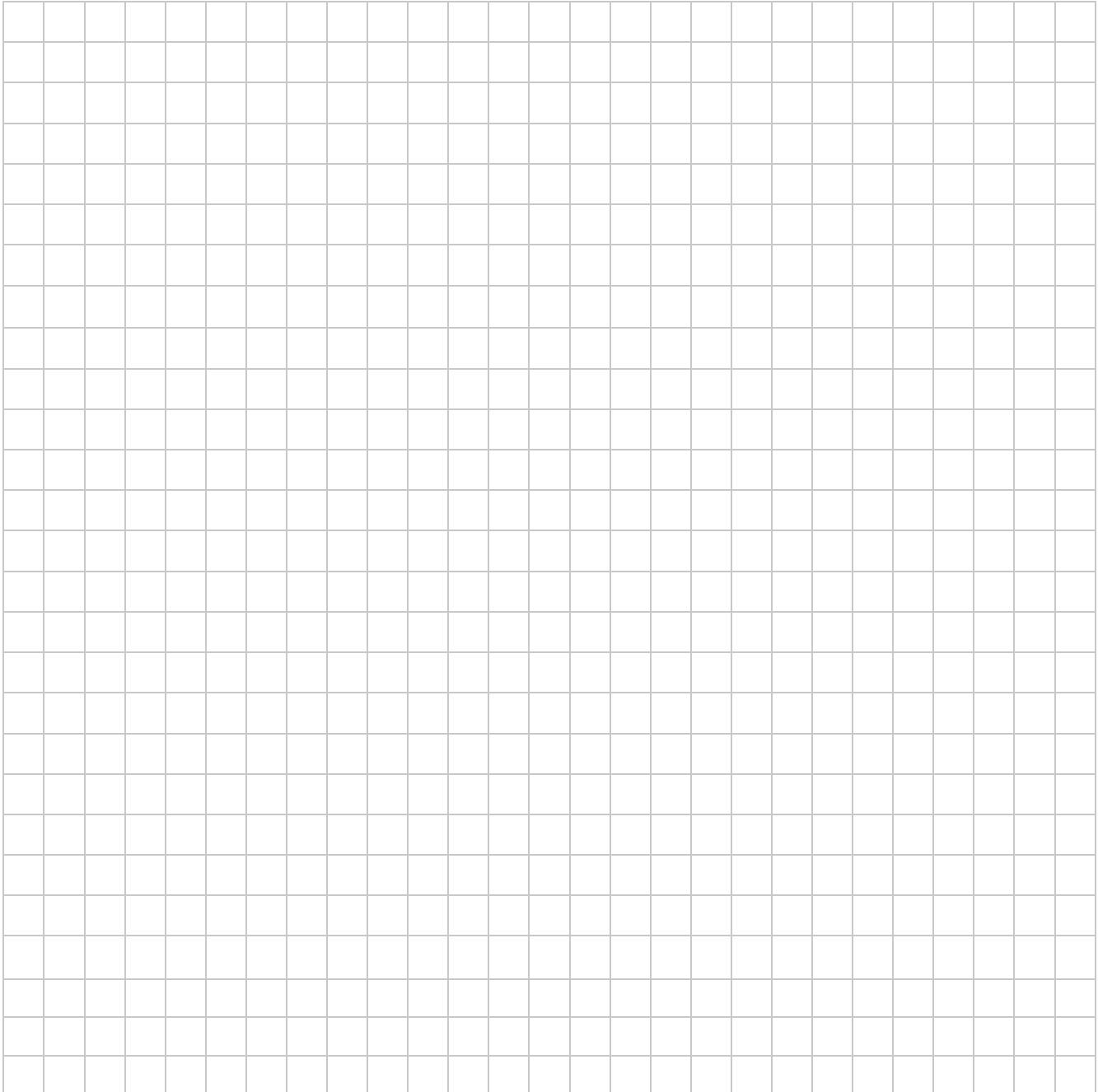
Date

ALL SIDE YARD SETBACKS MEASURED TO ROOF DRIP LINE

(Show roof drip line with dashed line and indicate side yard setback to roof drip line)

SUGGESTED SCALE: 1 INCH EQUALS 20 FEET

4 squares = 1 inch



SITE PLAN REQUIREMENTS

Prescott Valley Town Code **Article 13-03-050.C.** refers to site plans:

13-03-050.C. Site Plan.

- C.** Contents: The owner or owners of property proposed for development shall submit to the Town of Prescott Valley a Site Plan indicating precisely what is planned for the property, and may include the following information as determined necessary by the officer charged with administering this Chapter:
1. Lot dimensions;
 2. All buildings and structures existing and proposed (including dimensions); Indicate roof over-hang on the site plan with a dashed line;
 3. Yards and spaces between buildings from overhang and from wall; Setbacks;
 4. Landscaping, screening and outdoor lighting as required by Article 13-26 of the Zoning Chapter;
 5. Off-street parking as required by Article 13-24;
 6. Vehicular, pedestrian and service access;
 7. Signs and lighting, including location;
 8. Outdoor storage and activities;
 9. Location and name of adjacent rights-of-way;
 10. Sewer Connection Plan;
 11. Easement locations and size;
 12. Other data as may assist in determining the effect of the development on surrounding property.

**DEVELOPMENT SERVICES DEPARTMENT
PROPERTY DIRECTIONS**

Unit/Lot: 3029

Assessor's Parcel #: 103-26-277

Applicant's Name: Rose Arredondo

Directions to the property:



Development Services

7501 E. Skoog Blvd.

Prescott Valley, Arizona 86314

Phone (928)759-3050

Fax (928)772-7829

email: devserv@prescottvalley-az.gov

AUTHORIZATION TO ENTER PROPERTY

APPLICATION #: _____ Parcel #: 103-26-277 Unit/Lot #: 3029

Legal Description (see attached): _____

APPLICANT(s): Rose Arredondo

Address: 3615 N Sharon Drive Prescott Valley AZ 86314 Phone No.: _____

I, the undersigned, hereby give permission to the Prescott Valley Zoning Inspector (or any Deputy Inspector) in the discharge of his/her duties as stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the enumerated application made under the terms of the Prescott Valley Town Code, or for any investigation as to whether or not any portion of such property, building or other structure is being placed, erected, maintained, constructed or used in violation of the Prescott Valley Town Code; or for any investigations for conditions, compliance and stipulations under the terms of the Prescott Valley Town Code and public hearings concerning this parcel. Such entry shall be within 60 days of the date of my signature (below) or within 60 days of the scheduled date of a public hearing for review, transfer or renewal of the application. Such entry shall be limited between the hours of 7 A.M. and 6 P.M. MST. I understand that this permission to enter property is OPTIONAL and VOLUNTARILY GIVEN and may be withdrawn or revoked (either in writing or verbally) at any time.

Applicant's Signature: _____ Date: _____

(check one)

☐ Owner

☐ Agent for _____

STATE OF ARIZONA)
) ss

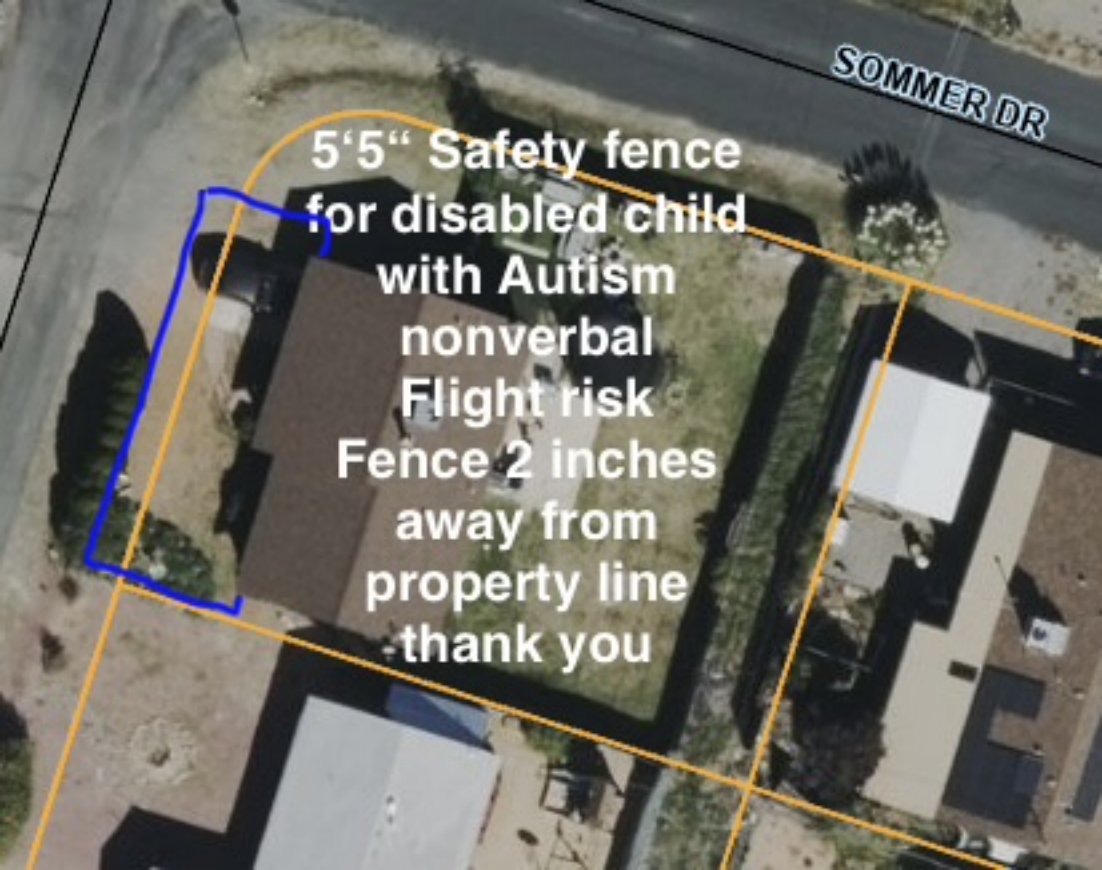
COUNTY OF YAVAPAI)

On this _____ day of _____ 20____ before me, the undersigned Notary Public, personally appeared who executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereby set my hand and official seal,

Notary Public: _____

Date Commission Expires: _____



SOMMER DR

An aerial photograph of a residential property. A blue line outlines a proposed safety fence along the left and top edges of the property. Yellow lines indicate the property boundaries. The property is situated next to a street labeled 'SOMMER DR'. The house has a brown roof and a white garage. There are trees and landscaping around the property.

5'5" Safety fence
for disabled child
with Autism
nonverbal
Flight risk
Fence 2 inches
away from
property line
thank you



To Whom It May Concern,

I am writing on behalf of my patient, Riley Stevens, who has a diagnosis of Autism, global developmental delays and sensory processing disorder. He is also nonverbal and known to be at high risk of elopement. It is critical he receive adequate rest/sleep. Early morning noises or disturbance can affect behaviors, emotional regulation and daily functioning. Sleep disturbance in children with autism has a much greater impact than a typically developing child. Please allow for accommodations related to his disability. Thank you and please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Clarisa Smith', followed by 'MD' in a smaller font.

Clarisa Smith, MD

Cultivating Healthy Lives!

Clarisa I. Smith, MD

Christen M. Glennan, CPNP

Meagan Coomer, DNP

3001 Main St. Suite 1C | Prescott Valley, AZ 86314

o. 928.458.5470 | f. 928.458.5979

YavapaiPediatrics.com

Pediatrics in the Pines Occupational Therapy



Client: Riley Stevens

DOB: April 24, 2012

Date: June 6th, 2026

Riley has diagnoses of Autism Spectrum Disorder and ADHD provided by his primary care provider. He received occupational therapy services from October 2025 to March 2026 to treat these diagnoses due to clinically significant sensory processing differences impacting emotional regulation, safety awareness, and functional participation.

He presents with a mixed sensory modulation pattern, demonstrating both sensory-seeking behaviors and sensory over-responsivity. This results in difficulty consistently regulating arousal levels in response to everyday environmental input.

He is particularly sensitive to auditory and environmental input, and exposure to unpredictable or intense sensory stimuli may lead to increased arousal, emotional dysregulation, and reduced ability to remain functionally engaged. He requires adult support to co-regulate and return to baseline when overwhelmed.

These sensory regulation challenges impact independence and safety across home, school, and community environments. He benefits from predictable routines, structured environments, and access to sensory regulation strategies and co-regulation support.

This statement reflects occupational therapy evaluation and caregiver report and is intended to describe functional sensory processing needs related to daily participation and safety. It does not assign environmental causation or constitute a medical diagnosis.

A handwritten signature in cursive script that reads "Sherrie Wethey".

Sherrie Wethey OT/L, Co Owner
OTH-001339