TOWN OF PRESCOTT VALLEY MEETING NOTICE

BOARD OF ADJUSTMENT AGENDA
NOVEMBER 23, 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 November 23, 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.

Vision 2024 PRESCOTT VALLEY AZ | 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. October 26, 2026 Regular Meeting Minutes Consideration & Possible Action (Approve)

6. **ACTION ITEM**

   a. **V26-003 - Consideration & Possible Action (Approve) [Brittany Cleveland, Planner II]**

   SUMMARY/BACKGROUND:

   Upon the application of Phil Gentile, agent, a request for a Variance per the Town of Prescott Valley Zoning Ordinance in order to allow a detached accessory structure located in the front 50% of the lot to encroach approximately 6 ft. in the required front yard setback in a RL-18 zoning district. The subject property is located at 9981 E Spur Dr., Prescott Valley, AZ, APN# 402-21-864.

7. **ADJOURNMENT**

ITEM NO. 5a

TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 11/23/2026

TO: Board of Adjustment Regular Meeting

DEPARTMENT: Development Services

SUBJECT:
October 26, 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 5:30pm

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MEETING MINUTES
October 26, 2026

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

Absent: None

1. CALL TO ORDER

2. ROLL CALL

3. CALL TO THE PUBLIC

None

4. ANNOUNCEMENTS

None

5. APPROVAL OF MINUTES

a. September 28, 2026, Regular Meeting Minutes Consideration & Possible Action (Approve)

Chairperson Carson asked if there were any corrections to the September 28, 2026, regular meeting minutes.

Vice Chairperson Shaffer identified a correction to the previous meeting minutes, noting that the word “party” should read “partly” in the second line of the fifth paragraph.

Chairperson Carson recognized a second correction in the last paragraph where Ivan Legler is noted as “Deputy Town Attorney” and should be corrected as “Town Attorney.”

Motion by Vice Chair Dana Shaffer, seconded by Member John Burton

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

3 - 0 Passed

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.

Chris Norlock, Planner II, presented the location of the property found at the south-east corner of Sharon Drive and Sommer Drive.

Mr. Norlock explained that the applicant has two children with autism, with a bedroom window facing the neighbor's chicken coop. He noted that the recurring noise from the chicken coop causes severe sensory overload for the children and creates a flight risk.

Mr. Norlock explained that the applicant is requesting a 5' 5" safety fence as reasonable accommodation under the Fair Housing Act. He stated that staff recommends approval of the variance.

Rose Arredondo, the applicant, attended via video call and elaborated on two previous incidents in which her son became overstimulated and ran out of the yard in the evening, requiring her to contact law enforcement for assistance in locating him. She further explained that although he is 14 years old, he has the mental capacity of a 4-year-old and weighs 190 pounds at a height of 5' 9". She stated that she is trying to prepare for the future as he continues to grow.

Chairperson Carson asked whether the Board had questions for the applicant.

Vice-Chairperson Shaffer requested clarification regarding the type of fence. Ms. Arredondo stated it would be a wooden fence. Vice-Chairperson Shaffer noted that, because the fence extends around the front of the house, a gate would be necessary. Ms. Arredondo explained that there would be one gate near the driveway, where the garage is located, and a standard gate to allow access to and from the front yard, secured with a code.

Chairperson Carson asked whether there were any concerns that the child might be able to climb the fence. Ms. Arredondo responded that, due to his weight, she did not believe he would be able to climb it. She added that she would avoid placing objects against the fence that could assist him in climbing. She noted that she would prefer a 6-foot fence if permitted but was unsure whether that would be possible.

Chairperson Carson asked Mr. Norlock whether there were any concerns regarding traffic visibly at the corner. Mr. Norlock explained that the fence would need to remain outside the 33-foot-by-33-foot sight triangle and confirmed Chairperson Carson's understanding that this would be reviewed during the permitting process.

Vice-Chairperson Shaffer asked Mr. Norlock how the fence would accommodate the existing bushes and whether an opening would be necessary. Mr. Norlock stated that he did not believe an opening would be required and asked Ms. Arredondo for further clarification. Ms. Arredondo explained that the fence would be placed behind the bushes when viewed from the street.

There were no further questions.

Motion by Vice Chair Dana Shaffer, seconded by Member John Burton

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

3 - 0 Passed

8. **ADJOURNMENT**

Motion by Member John Burton, seconded by Vice Chair Dana Shaffer

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

3 - 0 Passed

APPROVED:

_____

Michael Carson, Chair

CERTIFICATION

I hereby certify that the foregoing are the true and correct minutes of the Prescott Valley Board of Adjustment meeting held on _____, 2026. I further certify that a quorum was present.

Dated this _____, 2026.

_____

Ludin Mercado, Administrative Specialist II

ITEM NO. 6a

TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 11/23/2026

TO: Board of Adjustment Regular Meeting

DEPARTMENT: Development Services

SUBJECT: V26-003 - Consideration & Possible Action (Approve) [Brittany Cleveland, Planner II]

SUMMARY/BACKGROUND:

Upon the application of Phil Gentile, agent, a request for a Variance per the Town of Prescott Valley Zoning Ordinance in order to allow a detached accessory structure located in the front 50% of the lot to encroach approximately 6 ft. in the required front yard setback in a RL-18 zoning district. The subject property is located at 9981 E Spur Dr., Prescott Valley, AZ, APN# 402-21-864.

Attachments

Staff Brief
Application
Map

Board of Adjustment Staff Brief

From:	Brittany Cleveland, Planner II
To:	Board of Adjustment
CC:	Stacey Bristow, Development Services Director
Date:	**November 9, 2026**
Mtg. Date:	**November 23, 2026**
Re:	**"V26-003 – 9981 Spur Dr."**

Applicant:
Phil Gentile, Agent
9981 E Spur Dr.,
Prescott Valley, AZ 86314

Request

Variance V26-003:

Upon the application of Phil Gentile, agent, a request for a Variance per the Town of Prescott Valley Zoning Ordinance in order to allow a detached accessory structure located in the front 50% of the lot to encroach approximately 6 ft. in the required front yard setback in a RL-18 zoning district. The subject property is located at 9981 E Spur Dr., Prescott Valley, AZ, APN# 402-21-864.

S ite Review/Discussion:
The subject property is located in Prescott Valley Unit 20 within the RL-18 (RESIDENTIAL; SINGLE FAMILY LIMITED) zoning district. The purpose of the RL-18 is to regulate lot area and dimensions, amount of lot area required for each dwelling unit, yard width and depth, building setbacks, building height, and percent of lot coverage.

Town Code section 13-04-020(G) states conditions in which detached accessory structures can deviate from the primary setback requirements in the rear half of the lot, implying that structures in the front half of the lot cannot deviate from primary setback requirements. Primary setback requirements for the subject property are 30 feet for front and rear yards and 10 feet for interior side yards.

The proposed accessory structure is 10 ft. by 16 ft. wide and 10 ft. in height located on the northwest area of the property.

The applicant contends that the property's topography creates an exceptional circumstance that limits the practical area available for additional development. The parcel is approximately 286 feet in depth and experiences an overall elevation change of approximately 46 feet, descending from approximately 4,946 feet at the front of the property to 4,900 feet at the rear. While the first 100 feet of the lot has a relatively modest elevation change of approximately six feet, the remainder of the property slopes more significantly, dropping approximately 35 additional feet and eventually leading into a west-to-east drainage channel at the rear of the site. According to the applicant, these physical constraints substantially reduce the usable building envelope and limit opportunities to locate the proposed accessory structure elsewhere on the property.

Staff finds that the request is based on a site-specific physical condition, namely the significant topographical constraints affecting the rear portion of the lot. The variance would allow the accessory structure to be placed in an area of the property where development is most feasible while minimizing disturbance to the steeper slopes and drainage features located further to the rear. The Board should consider whether the existing topography constitutes a special circumstance not generally applicable to other properties in the RL-18 zoning district and whether the requested six-foot encroachment represents the minimum variance necessary to afford reasonable use of the property.

PRESCOTT VALLEY

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:
9981 E. SPUR DR PRESCOTT VALLEY AZ 86314

Owner's Name and Mailing Address:
KATHLEEN GENTILE
9981 E. SPUR DR
PRESCOTT VALLEY AZ 86314
Phone: 928 515 9487

Agent's Name and Mailing Address
(Agent authorization letter must accompany application):
PHIL GENTILE
Phone: 858 262 0224 **Fax:**
Email: GENTILESURF@GMAIL.COM

FOR OFFICE USE ONLY

Hearing Date: 11/23/26
HA#: V26-003
Application Date: 10/29/26
T: R: S:
Zoning: RL-18
Fees & Charges: 214.00
Receipt No. & Date:
Taken by: Brittany Cleveland

Request (detailed as follows):
The request is a variance of 6 feet from the required front yard for an accessory structure in the front half of the lot

Assessors Parcel Number: 402 21 864 **Lot:** 864 **Unit:** PV 20

Subdivision Name: PV 20

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 **Date** 10/28/26

PHIL GENTILE
Please Print Name

Kathleen A Gentile
9981 E Spur Drive
Prescott Valley, Az 86314
928-515-9487
jkgentile10@gmail.com

October 30, 2026

Town of Prescott Valley
Permit Department
7501 E Skoog Blvd
Prescott Valley, AZ 86314

Please accept this letter authorizing my son, Phillip Gentile, to represent me in the process of getting an approval/permit to put a shed on my property. Should you need to speak to me personally please do not hesitate to call.

Thank you,



Kathleen A Gentile

Exhibit "A"

LOT 864, PRESCOTT VALLEY UNIT TWENTY, ACCORDING TO THE PLAT OF RECORD IN THE OFFICE OF THE YAVAPAI COUNTY RECORDER IN BOOK 15 OF MAPS, PAGES 63.

EXCEPT ALL OIL, GAS, MINERALS AND PETROLEUM.

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.

DUE TO A SEVERE 25-35 DEGREE GRADE DROP OFF THE REAR OF THE HOUSE THERE IS NO FLAT, SAFE AND STABLE GROUND TO SUPPORT A CONCRETE PAD OR FOUNDATION. FORCING A STRUCTURE IN THIS ZONE WOULD REQUIRE EXTENSIVE RETAINING WALLS AND CREATE ECOLOGICAL ISSUES DUE TO DRAINAGE AND EROSION. THE ONLY AREA ON THE PROPERTY THAT COULD ACCOMODATE A PAD AND FOUNDATION IS IN "FRONT" OF PROPERTY.

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 AUTHORIZATION OF THIS VARIANCE IS FUNDAMENTALLY NECESSARY FOR THE PRESERVATION OF BASIC PROPERTY RIGHTS AND MANDATORY MAINTENANCE. DUE TO THE LOTS UNIQUE CONSTRAINTS THERE IS ZERO COMPLIANT SPACE TO SECURE SHELTER FOR THE HEAVY EQUIPMENT IE: MOWERS AND TOOLS REQUIRED TO MAINTAIN THIS PROPERTY SECURING HOUSING TOOLS NEEDED TO MAINTAIN ONES OWN LAND IS A SUBSTANTIAL RIGHT ENJOYED BY ALL NEIGHBORS. THIS MINIMAL RELIEF RESTORES THAT EQUAL RIGHT

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.

AUTHORIZING THIS VARIANCE WILL NOT CAUSE ANY MATERIAL DETRIMENT OR ADVERSE IMPACTS TO THE VACINITY OR PUBLIC WELFARE. THIS PROPERTY IS UNIQUELY SITUATED AT THE END OF A CULDESAC WITH ONLY ONE ADJACENT NEIGHBOR AND ONE NEIGHBOR ACROSS THE STREET ENSURING MAXIMUM PRIVACY. THE PROPOSED STRUCTURE MAINTAINS A 24.7 FOOT SETBACK FROM PROPERTY LINE AND DOES NOT IMPACT NEIGHBORS EYE LINE OR VIEWS THE SHED IS STRATEGICALLY POSITIONED AS NOT TO INTERFERE WITH ANY UTILITY EASEMENTS, DRAINAGE OR CITY WORKER ACCESS. IT ALSO REMAINS ENTIRELY COMPATIBLE WITH RESIDENTIAL CHARACTER OF THE SURROUNDING DEVELOPMENT AND POSES NO THREAT TO PUBLIC SAFETY OR WELFARE.

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.

THE SPECIAL CIRCUMSTANCES JUSTIFYING THIS VARIANCE ARE ENTIRELY INHERENT TO THE NATURAL TOPOGRAPHY AND HISTORICAL PLATTING OF THIS CUL-DE-SAC LOT NEITHER OF WHICH WERE CREATED OR ALTERED BY THE CURRENT OR PREVIOUS OWNER. THE IRREGULAR GEOMETRY OF THE PARCEL AND RIGID 30 FOOT SET BACK REQUIREMENTS ARE PREEXISTING CONDITIONS. BECAUSE THE HARDSHIP IS A DIRECT RESULT OF MODERN ZONING TO A UNIQUELY SHAPED LOT THE LIMITATION IS ENTIRELY STRUCTURAL AND ENVIRONMENTAL.

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.

PHIL GENTILE

APPLICANT NAME (Please Print)

APPLICANT SIGNATURE

10/28/26

Date

DEVELOPMENT SERVICES DEPARTMENT
PROPERTY DIRECTIONS

Unit/Lot: 864

Assessor's Parcel #: 402 21 864

Applicant's Name: PHIL GENTILE

Directions to the property:

LAKESHORE EAST
~~RIGHT~~ ON NAVAJO
LEFT ON SUPERSTITION
LEFT ON SHERIDAN
RIGHT ON CYPRESS
RIGHT ON JUNIPER
LEFT ON LODGEPOLE
RIGHT ON CHEROKEE
RIGHT ON SPUR

PRESCOTT VALLEY

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 #: 402 21 864 Unit/Lot #: 864

Legal Description (see attached): _____

APPLICANT(s): PHIL GENTILE

Address: 9981 E. SPUR DR PRESCOTT VALLEY 86314 Phone No.: 858 262 0224

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: 10/28/26

(*check one*)

☐ Owner
☒ Agent for KATHLEEN GENTILE

STATE OF ARIZONA)
) ss
COUNTY OF YAVAPAI)

On this 29 day of October 2026 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,

OFFICIAL SEAL
EMILY ISIDORO LOPEZ
NOTARY PUBLIC - ARIZONA
YAVAPAI COUNTY
COMM# 695215
My Comm. Expires June 21, 2030

Notary Public: Emily Isidoro Lopez

Date Commission Expires: June 21, 2030

TOWN OF PRESCOTT VALLEY PLOT/SITE PLAN

PLEASE INDICATE NORTH

Hearing #: _____

APPLICANT: PHIL GENTILE / KATHLEEN GENTILE

ADDRESS: 9981 E. SPUR DR P.V. 86314

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.

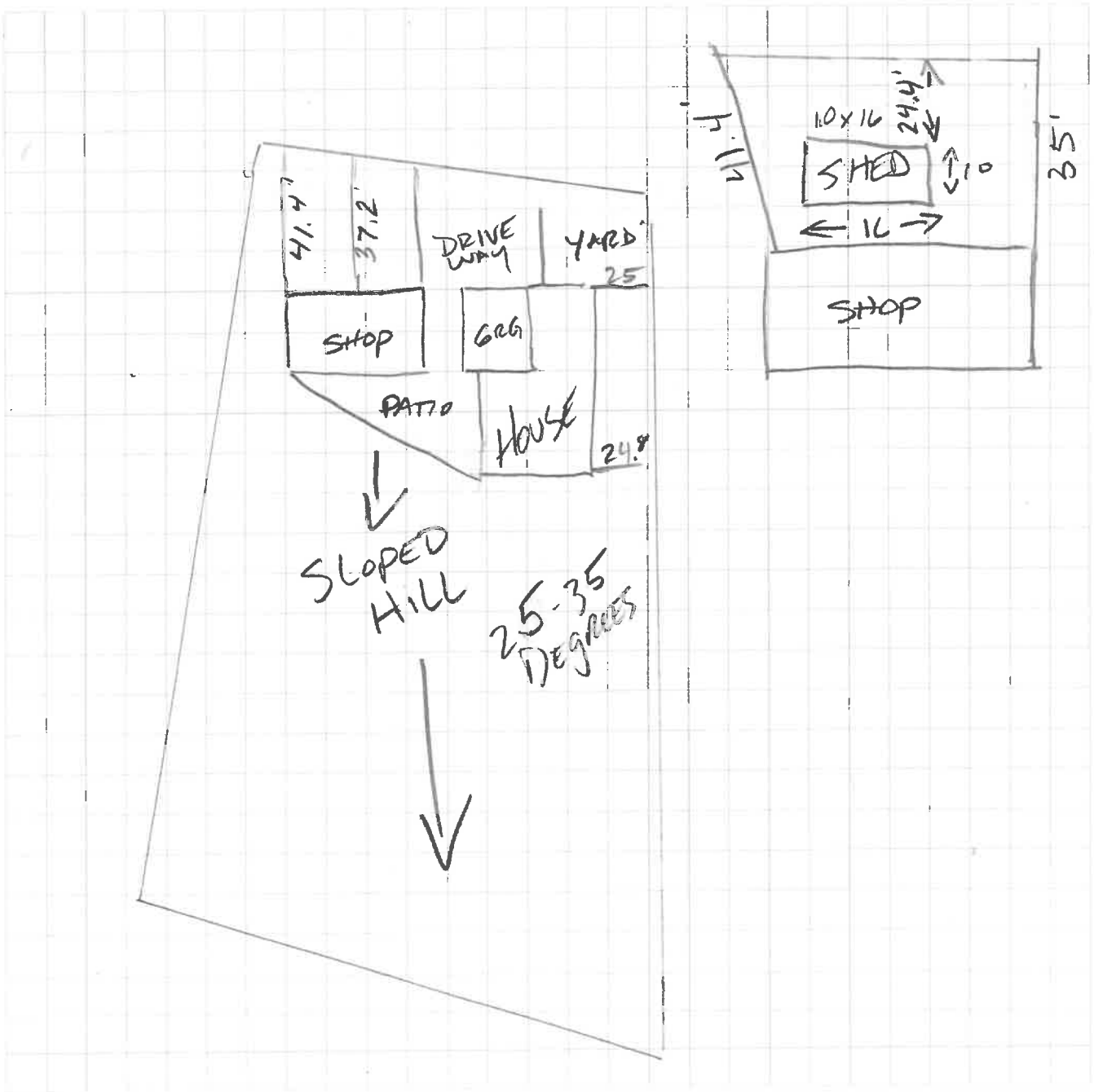
Signature of owner or authorized representative **Date** 10/28/26

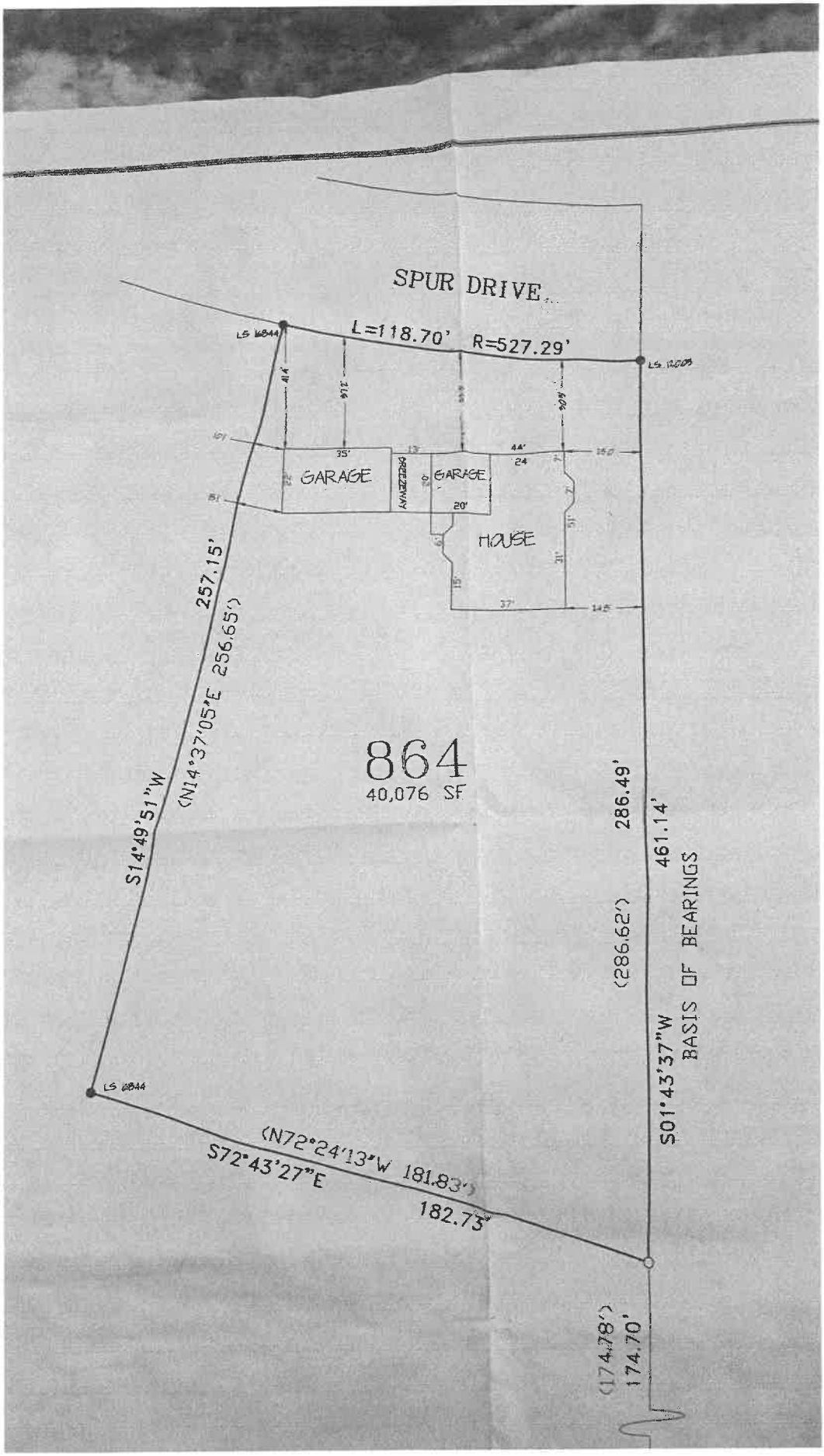
ALL SIDE YARD SETBACKS MEASURED TO ROOF DRIP LINE

(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




SPUR DRIVE
L=118.70'
R=527.29'
LS 6844
LS 12603
GARAGE
BREEZEWAY
GARAGE
HOUSE
864
40,076 SF
257.15'
(N14°37'05"E 256.65')
S14°49'51"W
286.49'
461.14'
(286.62')
S01°43'37"W
BASIS OF BEARINGS
LS 6844
(N72°24'13"W 181.83')
S72°43'27"E
182.73'
(174.78')
174.70'



front yard (facing west) (site location)

front yard (facing west) (site location)





front yard (facing east) (site location)



Front yard (facing east)



Side yard (East)



Rear yard



Rear yard



rear yard

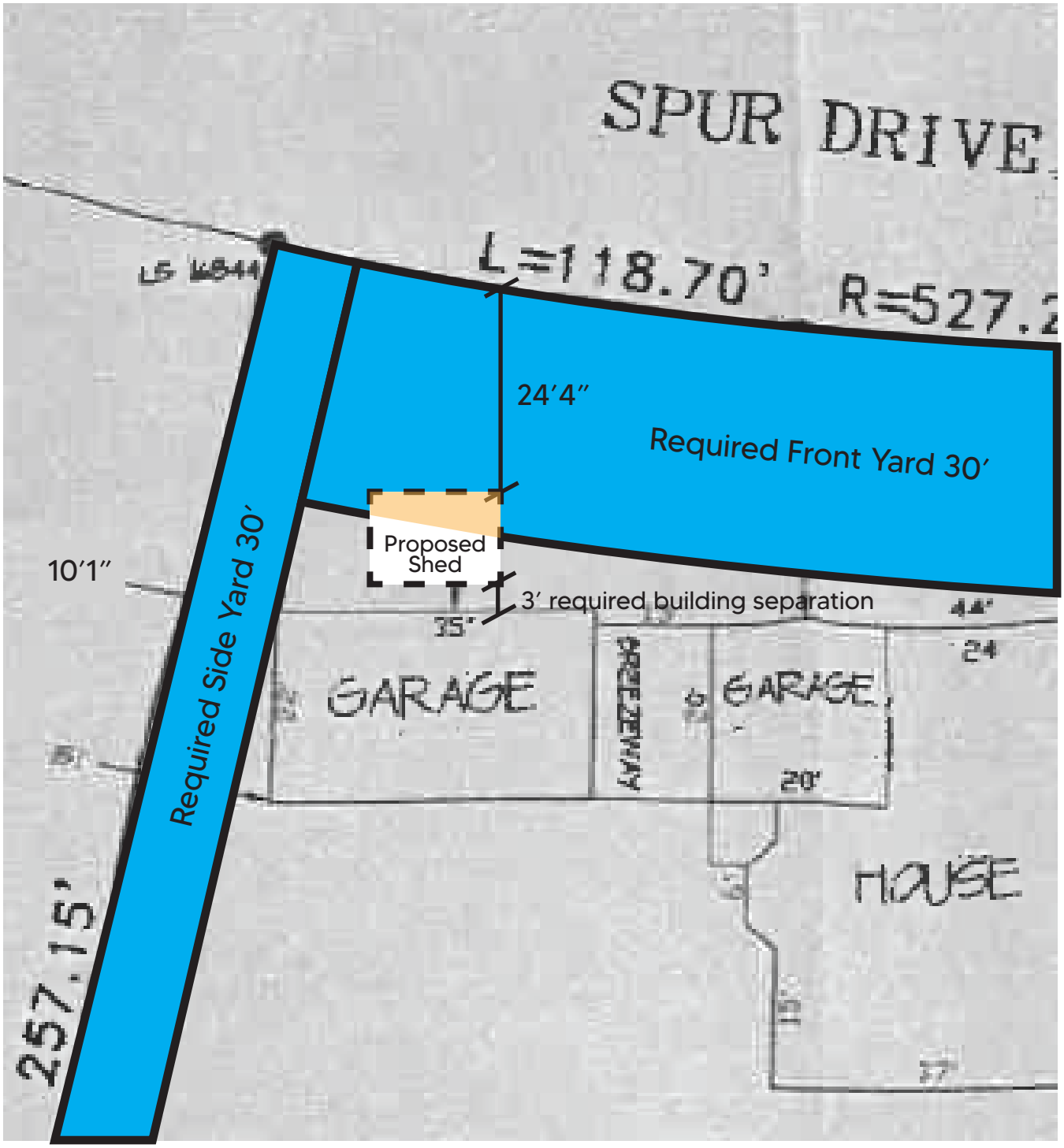


Rear yard

Topography of Property



Proposed Shed Placement



NOT TO SCALE