

**THE PLANNING & ZONING ADVISORY COMMISSION  
FOR THE TOWN OF DEWEY-HUMBOLDT  
REGULAR MEETING NOTICE  
Thursday, July 6, 2017 6:00 P.M.**

**P&Z MEETING  
2735 S. HWY 69**

**COUNCIL CHAMBERS, TOWN HALL  
DEWEY-HUMBOLDT, ARIZONA**

## **AGENDA**

The issues that come before the Planning & Zoning Advisory Commission are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Commission believes that the meeting be a safe place for people to speak. With this in mind, the Commission asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Agenda items may be taken out of order. Please turn off all cell phones. The Commission meeting may be broadcast via live streaming video on the internet in both audio and visual formats. A quorum of Council may be present. One or more members of the Commission may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

1. **Call To Order.**
2. **Opening Ceremonies.**
  - 2.1. **Pledge of Allegiance.**
3. **Roll Call.** Commissioners: Karen Brooks, Lori Crofutt, Penney Hubbard, Rich Schauwecker; Vice Chair Jeff Siereveld; Chair Victor Hambrick.
4. **Informational Reports.** Individual members of the Commission and public may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the Commission and public of such events, actions or activities. The Commission will take no discussion, consideration, or action on any such item except that an individual member of the Commission may request an item be placed on a future agenda.
5. **Planner's Update on current events and activities.** No discussion, deliberation or legal action can occur.
  - 5.1 **Community Planner's Report**
6. **Consent Agenda.** All matters listed under the Consent Agenda are considered to be routine by the Commission and will be enacted by one motion. Any item may be removed from the Consent Agenda for separate consideration at a Commissioner's request. If a citizen desires separate consideration of an item, he or she should approach a Commissioner prior to the meeting and ask that the Commissioner request that the item be removed.
  - 6.1. **Minutes.** Minutes from the June 8, 2017 Planning & Zoning Regular Meeting.
7. **Discussion Agenda –New Business.** Discussion and Possible Action on matters not previously presented to the Commission.
  - 7.1 **Letter from Citizen regarding the General Plan**
8. **Discussion Agenda – Unfinished Business.** Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.

**9. Public Hearing Agenda.**

**9.1 Z-17-170089 Revision of Plat, Lot 55, Blue Hills Farm, Assessor's Parcel Number (APN) 402-03-204.** Possible approval, rejection or modification of the Revision of Plat Application.

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**THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.**

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**10. Comments from the Public.** The Commission wishes to hear from Citizens at each meeting. Those wishing to address the Commission need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Commission. Individuals may address the Commission on any issue within its jurisdiction. At the conclusion of Comments from the Public, Commissioners may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Commissioners are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. The total time for Comments from the Public is **20** minutes. A 3-minute time limit may be imposed on individuals within this total. The audience is asked to please be courteous and silent while others are speaking.

**11. Adjourn.**

**For Your Information:**

Next Town Council Work Session: Tuesday July 11, 2017 at 2:00 p.m.

Next Town Council Meeting: Tuesday, July 18, 2017 at 6:30 p.m.

Next Planning & Zoning Commission Meeting: Thursday, August 3, 2017 at 6:00 p.m.

If you would like to receive Town Council agendas via email, please sign up at [AgendaList@dhaz.gov](mailto:AgendaList@dhaz.gov) and type Subscribe in the subject line, or call 928-632-7362 and speak with Judy Morgan, Town Clerk.

**Certification of Posting**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the \_\_\_\_ day of \_\_\_\_\_, 2017, at \_\_\_\_ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.  
By: \_\_\_\_\_, Town Clerk's Office.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 632-7362 at least 24 hours in advance of the meeting.



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-8643 • Fax 928-632-7365**

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## MEMO

Date: June 28, 2017

To: Planning & Zoning Commission

From: Steven Brown, Community Planner

Re: Staff Report P&Z Meeting of July 6, 2017

### **7.1 Letter from Citizen regarding General Plan.**

A citizen (Nancy Wright) wrote to share her thoughts on the history of the existing General Plan as she perceived it as one individual involved in its creation. In this letter, she also shares her thoughts on how any reconsideration should proceed.

### **9.1 Public Hearing #: Z-17-170089 Revision of Plat, Lot 55, Blue Hills Farm, Assessor's Parcel Number (APN) 402-03-204.**

The Town received an application for approval of a Revision of Plat for Lot 55 of Blue Hills Farm, Assessor's Parcel Number (APN) 402-03-204.

This application before you is because of the fact that the parcel seeking to be split is within a platted subdivision, and as such is required to proceed to Final Plat for a Revision of Plat.

*“Revision of plat. The following requested changes to an approved final plat shall be considered a revision of plat and require an application and the same processing as that of the original final plat (§ [152.08](#)) and subsequent approval by the Council:*

*(1) Any division of a lot or lots in a recorded subdivision resulting in an increase in the total number of lots in that subdivision;”*

Staff has reviewed the application, and find that the resulting two parcels will both conform to the area requirements of the R1-70 zoning district, and therefore can be approved.

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**PLANNING AND ZONING ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
JUNE 8, 2017**

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, JUNE 8, 2017 AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA, CHAIR VICTOR HAMBRICK PRESIDED**

1. **Call To Order.** Meeting was called to order at 6:10 p.m. by Vice-Chair Schauwecker.

2. **Opening Ceremonies.**

2.1. **Pledge of Allegiance.** Done

3. **Roll Call.** Commissioners Brooks, Crofutt, Siereveld and Vice-Chair Schauwecker were present. Commissioners Chavez, Hubbard, and Chair Hambrick were absent.

4. **Informational Reports.** None at this time

5. **Planner's Update on current events and activities.**

Community Planner, Steven Brown shared that he and the Public Works Director had taken a trip into the Blue Hills area, including Prescott Dell Ranch Road, to evaluate and see how to bring them up to a passable standard. Town Council is looking at the conditions of the roads and looking to develop a strategy for improvements.

Mr. Brown informed the Commission that there would be a hearing next month for a revision to a final plat. Commissioner Crofutt asked for clarification and he explained that some properties can just be split, and others, such as those in a recorded subdivision, must be heard by the P&Z Commission and the Town Council, because it is a revision to the original subdivision plat.

6. **Consent Agenda.**

**6.1 Minutes.** A review of the minutes indicated that Commissioner Siereveld was not in attendance and the Vice-Chair Schauwecker was. A motion was made by Commissioner Brooks to approve the meeting minutes, as amended with noted changes, from the May 5, 2017 regular Planning and Zoning Commission meeting. The motion was seconded by Commissioner Crofutt and passed unanimously.

7. **Discussion Agenda – New Business** - None

8. **Discussion Agenda – Unfinished Business.** Discussion and Possible Action on matters previously presented to the Commission.

**8.1. Presentation by Community Planner on zoning anomalies and possible direction for developing strategy for addressing.**

Community Planner, Steven Brown stated that during the May 26, 2017 Town Council meeting it was voted on to develop a strategy for conducting the update of the Town's General Plan. Staff presented their proposed outline to use as a guide to approach the plan, which includes developing an RFP/RFQ for consultants, working with the Planning and Zoning Commission, holding public hearings and the involved process to end up with a product that has community support. The points included in the agenda packet could be used as the process for this strategy for update of the General Plan. The Commission

could recommend to Town Council to use this list as a guideline/strategy to complete this task. Commissioner Siereveld asked when this update was due and how much has been budgeted for the process and does it really need to be updated or just reapproved. Mr. Brown stated that January 2019 was the final date, as this is a ten-year cycle and the original was adopted in 2009. He added that the current proposed budget is \$25,000 but he had expressed his concerns to the Town Manager that he felt a more realistic figure was between \$35,000-40,000. Mr. Brown stated that the Town Council has the option to re-adopt the plan but he concluded that they are looking at an update/new plan.

Commissioner Brooks stated that she feels that the public wants to be involved in this process because during the last General Plan process the citizens voted against the plan twice and then because a General Plan had to be approved, Town Council approved the current plan. She feels that there are a lot of hard feelings regarding the General Plan and that during this revision/update timeframe that there should be a lot of advertising, community meetings and public input for the updated 2019 General Plan. She felt that the sooner the process is started the more public involvement there will be. Mr. Brown concurred, stating the even though there appears to be plenty of time for this process, a year and a half is not that much time for this size of an undertaking.

Public participant Mr. Mark Rush asked if he could get an explanation about the differences between the town laws and zoning regulations.

Mr. Brown shared that the General Plan is an inventory of the resources of the Town and is used in conjunction with the Town Code to make informed decisions. The demographics, information about the community, existing land use and the goals and objectives to help achieve the vision for the Town. Commissioner Brooks stated that she understood that the General Plan is the direction that the Town wants to move forward to and that everything that the Commission is tasked with, revolves around the General Plan.

Vice-Chair Schauwecker asked how this update, along with the other duties assigned will be handled. Mr. Brown identified that he will be working with any consultant to keep that on task and on budget and not waste the Commissions time. Commissioner Brooks added that she figured it would just be another agenda item, with Staff providing all backup and research to the Commission as normally would be on any other item. It was identified that all Commissioners had a copy of the General Plan and would begin the review process.

Commissioner Brooks asked if this 2019 General Plan would need to be approved by a voter election. Mr. Brown stated it could but with a population growth under 2% during the past 10 years it is not required by statute.

A motion was made by Commissioner Brooks and second by Commissioner Crofutt to submit staff's recommendation for a strategy for the updating of the General Plan to the Town Council for approval. A vote of 3-1 in favor of the motion was recorded.

Mr. Brown presented the staff letter requested at the last Planning & Zoning Commission meeting regarding notification to the parcel owners of multiple zones located in the area known as Anomaly 1 and requesting their feedback regarding this process. Vice-Chair Schauwecker shared the he felt this was the best and fairest approach being as the parcel owners were placed in this situation and to give them the option to choose.

Commissioner Brooks made a motion that this draft letter be forwarded to the Town Council and sent from the Mayor to open up dialogue with the parcel owners. Commissioner Crofutt seconded the motion and it pass unanimous with a 4-0 vote.

9. **Public Hearing Agenda.** There were no public hearings scheduled for this Planning and Zoning Commission meeting.

10. **Comments from the Public.** There were no comments from the public.

11. **Adjourn.** Meeting was adjourned at 6:41 p.m.

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Vice-Chair Jeff Schauwecker

ATTEST:

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Julie Gibson, Administrative Assistant

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To: Town Council & P&Z Commissioners

June 13, 2017

In 2008 the Town had many meetings within the community and through the Dewey-Humboldt Community Organization (DHCO) to get input from the community on what they would like in the General Plan (GP). The Town Council chose to put the plan to a vote even though they were not required to do so because the Council felt it was important to get the community's approval. In spite of implementing all the input, the citizens' of Dewey-Humboldt voted against approving the June 2008 General Plan.

The Council then went back to the drawing board and again held community meetings and got feedback from the community as to why they had not approved the plan. There were meetings held by the General Plan Citizens' Advisory Committee (GPCAC), the Planning and Zoning Committee, the Capital Improvement Plan Committee, presentations at the Town Library and meetings with the then Mayor at the Town Library two days a week to take any questions on the GP. The meetings were also advertised in the Town's Newsletter. More than 30 meetings on the subject were held through October 2009 not counting public comments in meetings where it was not on the agenda. The Council made changes based on the input they received.

Again, after coming up for a vote in November 2009 it was rejected by the voters. Rather than spend more money on another election, since the new GP was in effect whether approved by the voters or not, the Council chose not to spend money on another election.

As newly elected and appointed individuals now the ball is in your court. I would urge you not spend \$30,000 to \$40,000 on a consultant to guide you through the process when you seem to have the pulse of the community. You obviously know what is wrong with the 2009 General Plan and since you do, you could easily make those changes. You don't have to start from scratch. Both the P&Z and the Council can have extra meetings to get input from the community and set up an ad hoc committee to hold outside meetings to get more input.

I would think with your knowledge and further community input you could handle this yourselves. You also have a Town Planner that is competent enough to guide you through the process. You should determine what the community wants, not an outside consultant or even the Town Planner. With the input you get from the community and the guidance on the process from the Town Planner you should be able to come up with a new General Plan that will satisfy the community and get it passed if you choose to have an election. Also, putting it on the November 2018 ballot would save the town from having to spend money on a special election.

Respectfully submitted,

Nancy Wright



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## Town of Dewey-Humboldt

P.O. Box 69 / 2735 South Highway 69, Suite 10, Humboldt Station, Humboldt, AZ 86329

### **PUBLIC HEARING NOTICE**

#### **PLANNING AND ZONING ADVISORY COMMISSION AND TOWN COUNCIL**

The following hearing application shall appear in addition to previously set matters by the

**TOWN OF DEWEY-HUMBOLDT PLANNING AND ZONING ADVISORY COMMISSION  
ON JULY 6, 2017, 6:00 PM**

**AND**

**TOWN OF DEWEY-HUMBOLDT TOWN COUNCIL ON JULY 18, 2017, 6:30PM**

The Hearing will be conducted at Town Hall, 2735 South Highway 69, Suite 10, Humboldt, AZ 86329

#### **Public Hearing Item:**

**ITEM #: Z-17-170089 REVISION OF PLAT, LOT 55, BLUE HILLS FARM, ASSESSOR'S PARCEL NUMBER (APN) 402-03-204.**

**Request:** To revise the plat of Blue Hills Farm to split lot 55 Assessor's Parcel Number 402-03-204 into two parcels as shown in the attached Exhibit A.

**Applicant:** Tom Mallette

**NOTICE TO THE PUBLIC:** Property owners may submit letters in support or opposition of a Public Hearing Item by directing written correspondence to the Town of Dewey-Humboldt, PO Box 69, Humboldt, Arizona 86329. For more information, contact Dewey-Humboldt Town Clerk, Judy Morgan, at (928) 632-8562/ Fax 928-632-7365