

**THE PLANNING & ZONING ADVISORY COMMISSION
FOR THE TOWN OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE
Thursday, January 5, 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 Jeff Siereveld, Rich Schauwecker, Joe Garcia, Luiz Chavez, and Vice 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. Planning and Zoning Commission member reappointment (Jeff Siereveld) and vacancies.
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 December 8, 2016 Planning & Zoning Regular Meeting.
7. **Discussion Agenda –New Business.** Discussion and Possible Action on matters not previously presented to the Commission.
 - 8.1 Election of Officers
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.

Page
3

Page
7

9.1 Work List Proposal for 2017

9. **Public Hearing Agenda.**

9.1 Amend the Town of Dewey-Humboldt Code of Ordinances Title XV Land Usage, Chapter 153 Zoning Regulations. General Provisions, Section 153.021 Board of Adjustment; Zoning Administrator. Subsections (A), (B), (C)(1) and (E)(2) related to the establishment of a Board of Adjustment separate from the Town Council and amending the duties of the Board to include deciding appeals from the Hearing Officer related to violations of the zoning regulations.

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

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 January 10, 2017 at 2:00 p.m.

Next Town Council Meeting: Tuesday, January 17, 2017 at 6:30 p.m.

Next Planning & Zoning Commission Meeting: Thursday, February 9, 2017 at 6:00 p.m.

If you would like to receive Town Council agendas via email, please sign up at 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

MEMO

Date: December 20, 2016

To: Planning Zoning Commission

From: Steven Brown

Re:

Work Items to discuss with Council:

Over the years the P&Z have gone before the Town Council to propose work items for them to explore in the coming year.

5.1 “P&Z work list” status report and formulation of a new future work list for Planning and Zoning Commission (P&Z) in preparation for a Council Joint meeting in January or February.

1. Establishment of volunteer group to provide assistance with compliance with code enforcement violations.

Occasionally property owners who have been cited for zoning code violations find themselves unable to respond to correcting the violation, not through unwillingness to do so, but rather, because of lack of physical or financial ability. The objective would be to organize a group of volunteer citizens that could form a response team.

2. Exploration of possible routes for providing permanent access across the Agua Fria River.

There has long been discussions on the subject of providing better than a low water crossing of the Agua Fria in Dewey-Humboldt. This item would provide an opportunity for focused investigation of the possibilities. The Town of Dewey-Humboldt “Transportation Study” from 2012 explored the likely options, and could be part of this discussion.

3. Improvement Districts as a mechanism for improving private roads that are proposed to transition to public.

Many of the roads that could be considered to serve as an alternative route in and out of the Blue Hills area are private roads that have been unimproved. Improvement Districts may be used to provide the finances to improve private roads prior to their consideration for transition to public roads.

4. Review and discussion of Town General Plan Circulation Element and challenges to implementation:

It is becoming increasingly apparent that an effort should be made to understand the possible routes for “Potential Alternative Collector Corridors”. The Firewise Board, through their efforts to engage the citizenry in an effort to provide defensible space from potential wildfires, has made the Town more cognizant of the fact that the Blue Hills area is at extreme risk for wildfire damage. A huge area in the center of the Town and adjacent to the Blue Hills is devoid of reasonable access for evacuation. It may be possible to begin a resource inventory and to examine the viability of connecting private easements with Town Roads to forge a secondary ingress/egress to and from that neighborhood.

5. Discussion regarding troubling existing zoning anomalies:

There are a number of areas in the Town where we have inherited some zoning district boundaries that appear to totally disregard property lines for no apparent reason. These district boundaries split parcels creating problems for development. The Planning Department has received a number of calls from property owners in these areas seeking clarification of their development potential given this situation. The P&Z should be aware of these areas, as staff may be proposing to Council that solutions be developed to better serve the property owners.

Election of Officers:

The Chairman of the P&Z, Barry Smylie finished his term on the Commission and did not seek reappointment. Therefore, the office of Chairman will need to be filled from the ranks of the membership.

Nominations can be made from the floor, or we could hold secret ballots.

This should be the first order of business, so I would recommend moving it forward on the agenda.

Judy Morgan

From: P McGill <prohorsetrainer@yahoo.com>
Sent: Friday, December 9, 2016 2:19 PM
To: Penney Hubbard; Judy Morgan
Subject: Resignation

To whom it may concern,

This email is in regards to my resignation from the P&Z it shall be effective as of 12/30/2016.

Wanted to thank Dewey-Humbold for a great experience.

Sincerely,
Patrick McGill

[Page intentionally left blank]

**TOWN OF DEWEY-HUMBOLDT
PLANNING AND ZONING ADVISORY COMMISSION
REGULAR MEETING MINUTES
DECEMBER 8, 2016**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, DECEMBER 8, 2016 AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA, CHAIR BARRY SMYLIE PRESIDED

1. **Call To Order.** Meeting was called to order at 6:00 p.m. Chair Barry Smylie presiding.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Done.
3. **Roll Call.** Commissioners Jeff Siereveld, Rich Schauwecker, Joe Garcia, Vice Chair Victor Hambrick and Chair Barry Smylie were present. Commissioners Patrick McGill and Luis Chavez were absent.
4. **Informational Reports.** Commissioner Siereveld spoke about being approached by a citizen in the community who spoke to him about forming a committee to assist people who have had code violations with the Town and are unable to rectify the violation due to physical and/or financial limitations. The idea would be to form a committee of community volunteers who are willing to provide assistance and resources to help the property owner achieve compliance with code violations and in doing so would help improve quality of life for others in the community. Commissioner Siereveld spoke about presenting the idea to the Town's Community Development Technician, Mrs. Penney Hubbard. Commissioner Siereveld requested to have the item placed on a future agenda for further discussion.

Community Planner Steven Brown proposed to the Commission to recruit a Council Member to sponsor the idea and to either submit a Council Action Request Form (CAARF) or to direct staff to proceed with coordinating further discussion and or action on the item.

Chair Smylie requested staff to include the item for discussion on a future agenda for further consideration by the commission.

5. **Planner's Update on current events and activities.** Community Planner, Steven Brown spoke about current Town projects and status of projects. Mr. Brown spoke about the recent water system improvement grant which is intended to assist homeowners with improving their water filtration system and/or quality of water. The Council has appropriated \$10,000 for the grant and each qualified homeowner who applies can receive up to \$100 of reimbursable funds for costs incurred for improving their water quality. The intent is to offset the costs for folks who participated in the recent well water testing program and are getting results back showing a level of high arsenic in their water as well as other citizens who have concerns about their water quality. Applications are being taken now through December 30. Potentially 100 homeowners could receive grant funds.

Vice Chair Hambrick spoke with Mr. Brown about the results of the recent well water testing. Mr. Brown spoke about some property owners reporting results so high they should not have bodily contact with their water. Mr. Brown spoke about the results of high levels of arsenic not surprising in this region.

Commissioner Schauwecker spoke about options for property owners who have high arsenic levels. Mr. Brown spoke about various filtration systems available. Callers are being referred by staff to contact the analytical testing company for suggestions and options. Property owners can then seek vendors as they choose.

Mr. Brown spoke about the recent National Firewise Certification achieved by the DH Firewise community Board. This was achieved through participating in a couple of community events, the latest being the Agua Fria Festival. Firewise members passed out educational material and encouraged property owners to create defensible space around their homes. Approximately 15 homeowners have received assessments of their property. Mr. Brown spoke about abatement process through State-appropriated grant funds to assist property owners in creating defensible safe. A federal grant program has just become available, but we are required to have people signed up in order to receive a portion of the grant funds. We must show commitment from property owners to receive grant funding.

Mr. Brown spoke about the recent annexation and the status of the process. The town has just received notice from the department of revenue. We received an extension deadline of December 20 to provide signatures required to get on the next tax roll and we are well ahead of this deadline. We have everything in order to get on the next tax roll and should begin to see the county update the mapping to include the 200 ft. strip in the Dewey-Humboldt jurisdiction very soon.

Chair Smylie asked Mr. Brown about the 2nd phase of the water testing. Mr. Brown spoke about the grant funds for water improvement as the being the 2nd phase.

Consent Agenda.

5.1. Minutes. Commissioners reviewed the minutes from the August 4 and the September 8, 2016 Planning & Zoning meetings. Motion was made by Commissioner Siereveld to approve the minutes of the August 4, 2016 and the September 8, 2016 regular Planning and Zoning Commission meetings. Seconded by Commissioner Rick Schauwecker. It was approved unanimously.

6. Discussion Agenda –New Business.

6.1. “P&Z work list” status report and formulation of a new future work list for Planning and Zoning Commission (P&Z) in preparation for a Council Joint meeting in January or February. Community Planner, Steven Brown spoke about the proposed work list for the PZ Commission. Mr. Brown spoke about zoning anomalies in Dewey-Humboldt which appear to be sectioned off without rational. Mr. Brown spoke about a half octagon section which have parcels that cross over into multiple zoning districts of R1L175 and R170. Have spoken to County Planner, Steve Mock and to GIS people in an attempt to shed some light on the history and purpose for this zoned section and were unable to get any answers. Appears to go back to the 70’s. This creates an issue for property owners who may wish to split parcels. Mr. Brown recommended the Commission review the matter and consider working to get this section re-zoned to the lesser restrictive zoning R170 district to provide less restriction and options for property owners.

Commissioner Schauwecker spoke about parcel sizes in the area and the process and the benefit for re-zoning the district.

Mr. Brown spoke about the process and involving all property owners who are impacted.

Chair Smylie spoke about the history of the area and its existence for a long time. Does have some merit for looking closer at. Chair Smylie questioned Vice Chair Hambrick about

how property is assessed in various zoning district.

Vice Chair Hambrick spoke about grouping areas within zoning districts for taxation. Acreage size and use is a consideration for the assessment as opposed to zoning.

Mr. Brown spoke about other similar areas in the town with these zoning issues and people being impacted by this anomaly. This is a problem, and we need to find solutions.

Commissioners spoke about consideration of adding the item to a future agenda. Chair Smylie requested staff to add the item to the next regular meeting agenda.

Mr. Brown spoke about an examination of some of the access points in the Blue Hills area as a precursor to the examination of the comprehensive plans. In the circulation element of the comprehensive plan it shows a proposed connector to the Prescott Dells Ranch area. In this area there are no Town-owned roads, they are all private. This is a recognized deficiency for emergency access. Mr. Brown spoke about the need for an examination of emergency routes and about the potential hazard in the event of a wildfire. Mr. Brown recommended this issue be added to the work list for further consideration.

Commissioner Garcia spoke about the safety issue of the limited access. Commissioners agree with the need to address the issue. Chair Smylie requested staff to add the item to the work list for Council to consider as a recommendation to the Commission.

Chair Smylie spoke about update on the process of the Town acquiring some of the private roads in DH. Chair Smylie spoke about improvement districts and bonds to cover costs of construction which compensate property owners for infrastructure improvements. Vice Chair Hambrick spoke about the benefit of improvement district and the revenue stream which can leverage properties. Chair Smylie requested staff to provide an item about update of Town roads on the agenda for the next meeting.

Chair Smylie spoke about development of a permanent access point for getting across the river in the event of an emergency or evacuation situation. An approved low crossing, culvert or bridge. Prescott Street seems to be the likely point for this.

Steven Brown spoke about the parastudy done by ADOT with proposed locations for emergency access in this area.

Commissioner Schauwecker spoke about the turn signals on Highway 169 and 69 causing traffic back-up. Drivers need to have the discretion to turn if there is not oncoming traffic.

Chair Smylie requested to add this item on the agenda to give further consideration and discussion.

Vice Chair Hambrick spoke about right-of-way access granted by ADOT.

6.2. Siereveld to new term on the Commission and resignation of Chair Smylie. Chair Smylie spoke about the re-assignment of Commissioner Siereveld scheduled for the Council meeting on December 20. Chair Smylie spoke about his term expiring as Chair. Still contemplating a plan. Will have a decision made before the 20th. Believe turnover is good. Commissioners spoke about the term process and Chair Smylie's service on the Commission. Chair Smylie was thanked for his service to the Commission and the Town.

7. Discussion Agenda – Unfinished Business. None

8. Public Hearing Agenda. Steven Brown spoke about a Public Hearing scheduled for the next regular Planning and Zoning Commission meeting regarding the possible reorganization of the

Board of Adjustments.

9. **Comments from the Public.** None

10. **Adjourn.** Meeting was adjourned at 7:10 p.m.

Chair Barry Smylie

ATTEST:

Penney Hubbard, Community Development Technician