

**THE PLANNING & ZONING ADVISORY COMMISSION
FOR THE TOWN OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE
Thursday, June 8, 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, Luis Chavez, 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.
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 May 4, 2017, Planning & Zoning Regular Meeting.
7. **Discussion Agenda –New Business.** Discussion and Possible Action on matters not previously presented to the Commission.
 - 7.1 **Discussion and Possible Action on the development of a strategy for the update of 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.
 - 8.1 **Continuation of discussion on the development of a strategy proposal to recommend**

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to Council for the addressing of zoning anomalies.

9. **Public Hearing Agenda.**

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 June 13, 2017 at 6:30 p.m. (NOTE: special time)

Next Town Council Meeting: Tuesday, June 20, 2017 at 6:30 p.m.

Next Planning & Zoning Commission Meeting: Thursday, July 6, 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
PLANNING AND ZONING ADVISORY COMMISSION
REGULAR MEETING MINUTES**

MAY 4 2017

A REGULAR MEETING OF THE DEWEY-HUMBOLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, MAY 4, 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 6:10pm by Chair Hambrick. Item 2.2 was moved forward in the agenda to allow for the new commissioners to be sworn in so that the requirement for a quorum would be met.

2. **Opening Ceremonies.**

2.1. **Pledge of Allegiance.** Done

3. **Roll Call.** Commissioners, Karen Brooks, Lori Crofutt, Penny Hubbard, Vice-Chair Jeff Siereveld and Chair Victor Hambrick were present. Commissioners Luiz Chavez and Rich Schauwecker were absent.

4. **Informational Reports.** Commissioner Hubbard congratulated staff on receiving the National Recognition for Budget Achievement.

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

Community Planner, Steven Brown shared that there was a home fire that occurred on Tuesday evening on Shirley Lane.

6. **Consent Agenda.**

6.1 **Minutes.** Minutes from the April 6, 2017, Planning and Zoning Regular Meeting.

A motion was made by Commissioner Brooks to approve the April 6, 2017 regular Planning and Zoning Commission meeting minutes. The motion was seconded by Commissioner Hubbard 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, shared that Chair Hambrick presented the strategy the Planning & Zoning Commission had agreed on at their last meeting to Council on May 2, 2017. However, the Council presented a different strategy and asked the Commission to discuss different possibilities. Mr. Brown felt that there was some confusion regarding the Commission's proposal. He stated that there was an anonymous letter discussed during the council meeting, which created some confusion.

Chair Hambrick shared his perceptions and experiences from the Town Council Meeting.

Chair Hambrick stated that he takes the decisions that this Commission makes seriously and that they were all appointed by Council to provide objective assessments of issues and projects that come before them. Chair Hambrick shared that he felt that the Commission had done just that in this instance.

Commissioner Siereveld asked for an update on the new direction from the Town Council.

Chair Hambrick stated that Mr. Brown would be presenting that report.

Mr. Brown read the memo that was included in the Agenda Packet outlining the 3 zones and stating that the Town Council was united in their direction for the Planning and Zoning Commission to exclude the interior of area 1, R1L-175 parcels, but to establish a strategy for the split parcels. There are currently three options that are being discussed at this meeting. 1) Do nothing, which is always an option; 2) rezone the split parcels to the larger zone based on the percentages; 3) rezone the entirety of the affected parcels to the least restrictive zone.

Commissioner Crofutt asked if there was any more information as to how these anomalies came about. Mr. Brown stated that there was no history that his research found. Commissioner Crofutt felt that the owner could be asked their preference for the new zone. Commissioner Siereveld shared that he thought there would be opportunities to discuss any concerns the owners might have. Mr. Brown shared that all the owners would need to be notified. Mr. Brown stated that the history of most of the parcels in this area started as 40-acre parcels and have been split into 4-acre parcels. Sometimes the land is split along natural land features, split to leave property to children, and sometimes just because it is the best financial decision to make. Commissioner Siereveld asked when the public gets involved. Mr. Brown stated that during the noticing portion of a zone change, but that the Commission is not quite at that point yet, and to identify which parcels will be affected and who will be noticed for involvement.

Commissioner Crofutt shared that she feels that the owner should be more involved in the process and let them choose to attend Commission meetings and present their opinions. They need to be involved. Commissioner Hubbard reminded the Commission that they want to make sure they are not checker-boarding the area, or spot-zoning individual parcels. Mr. Brown added that Commissioner Siereveld mentioned using the greater percentage to identify which zone to assign at the last meeting. Chair Hambrick stated that the commission needed to come up with a solution to help the owners through this process and perhaps waive the fees. Mr. Brown shared that only a few owners are aware of this issue and the majority of owners are not, so it would be best to address the parcels all at once which is more efficient.

Chair Hambrick shared that just because a parcel has more percentage in one zone than the other, he felt that those parcel should be zone to the higher density. He felt that the fees should be waived and all completed at one time. If not done in a group, the Commission and the Council would need to hear each request individually. Mr. Brown shared that there could be circumstances in owner lives where the timeframe to correct the zoning could take as long as 90-120 days.

Commissioner Siereveld felt that the owner should be notified by mail and any discussion by that owner could be given to the Commission, rather than do it one way and then find out that is not the opinion of the owners. He shared that a communication to ask affected property owners to come to the Commission/Staff and share their input. Chair Hambrick reminded the Commission that there was still a need for the public meeting even if the owners shared their feelings. Commissioner Hubbard felt that all the owners should be notified and that the fees be waived for a period of time of 12-18 months. She also felt that a mass meeting relating to possible rezoning to get a feel for their opinions. Commissioner Siereveld thought that staff may be able to put together a questionnaire that owners could return their opinions to give the Commission a clearer view of which way they would like the Commission to go.

Commissioner Brooks felt that there should be a way to notify the owners and see if they are interested in the re-zone so that the Commission moves forward and doesn't just spin its wheels. Mr. Brown reminded the Commission that the Council had directed them to exclude the inner (non-split) parcel in the R1L-175 zone. Chair Hambrick voiced concerns that those owners would wonder why they were not included in the rezone.

Commissioner Hubbard made a motion to direct staff to create a letter for the entire anomaly including the R1L-175 parcels that are currently all that zone. Commissioner Crofutt stated that those owners in the R1L-175 parcels would eventually be notified during the public hearing process and could provide feedback at that time. Commissioner Siereveld felt the letter could be informative sharing some of the things the Commission had discussed like no fees or could be an article in the monthly newsletter so other people can see this information. Commissioner Crofutt felt it should only be the 25 split parcels as Council had directed. Commissioner Hubbard's motion failed with no second.

Commissioner Crofutt made a motion to send a letter to the 25 split parcels to inform them of the Commission's discussion and add that Staff write up a letter to provide to Council for approval. Commissioner Brooks seconded the motion. The vote was passed by a 3-2 vote.

Commissioner Hubbard requested that the letter be available for review by the Commission at their next meeting.

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 7:20 p.m.

Chair Victor Hambrick

ATTEST:

Dee Dee Moore, Community Development Technician

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

MEMO

Date: May 31, 2017

To: Planning & Zoning Commission

From: Steven Brown, Community Planner

Re: Staff Report P&Z Meeting of June 8, 2017

7.1 Discussion and Possible Action on the development of a strategy for the update of the General Plan.

During the May 16, 2017 Town Council meeting, the Council voted to direct the Planning & Zoning Commission to develop a strategy for conducting the update of the Town's General Plan. In an effort to provide the Commission with a jumping off point for this discussion and the task assigned to you, staff proposes the following outline to guide your discussion.

- General Plan Update Strategy.
 - P&Z prepares a Draft Strategy for approaching the update of the General Plan.
 - P&Z presents to Council, the Draft Strategy developed by their members.
 - Council approves the development by the P&Z of a Request for Qualifications for Consultant to assist Town in update of General Plan.
 - P&Z prepares a Request for Qualifications (RFQ) for Consultant to assist Town in General Plan Update.
 - Staff advertises the RFQ through the adopted procurement procedures, as well as creating a list of Consultants who have indicated an interest in receiving the RFQ.
 - P&Z presents RFQ and Consultant List to Council
 - Town advertises for responses to the RFQ in accordance with Procurement Procedures.
 - Town obtains responses to RFQ.
 - Town presents responses to Council, and seeks direction for evaluating.
 - Narrow responses to RFQ to three.
 - Joint P&Z and Council presentations from three finalists.
 - P&Z makes recommendation to Council of firm to conduct the update.
 - Consultant firm selected and notified.
 - Consultant meets with staff to finalize scope of work, public participation process, meeting schedule and timelines.

- Consultant begins work on the scope.

Town Council is expecting a report from the P&Z scheduled for July 18, 2017

8.1 Continuation of discussion on the development of a strategy proposal to recommend to Council for the addressing of zoning anomalies.

During the May 4, 2017 Planning and Zoning Commission meeting, the Commission voted to have Staff draft a letter to be sent to each of the properties split by the R1L-175 and R1L-70 and R1-70 zoning districts. The draft letter is contained in the packet for the June 8, 2017 meeting of the Commission, for your consideration.



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

May 31, 2017

[REDACTED]

Dear [REDACTED]:

There is an area in the Town of Dewey-Humboldt that contains parcels with split zonings. (see attached map). The Town has received a number of calls from property owners in the area seeking clarification of their development potential given this situation, as they make plans to build on their property, or to attempt to split their land so encumbered.

We have determined that this issue might be of interest to you as the listed owner of property located at [REDACTED], and being Assessor's Parcel Number [REDACTED]. This property is split into two zoning districts,

1. R1L-175, which is Residential Single-Family Limited (limited to site built homes on 175,000 sq. ft. lots or approximately 4 acres).
2. R1L-70, which is Residential Single-Family Limited (limited to site built homes on 70,000 sq. ft. lots or approximately 1.61 acres).

[REDACTED], having a total area of [REDACTED] acres is composed of approximately [REDACTED] acres zoned R1L-175 and approximately [REDACTED] acres zoned R1L-70.

This zoning district boundary split potentially creates problems for use of the properties, as each district has different density regulations. Recognizing the potential problem, the Town may be considering initiating a rezoning [REDACTED] and would like to hear from you as to whether you would like to leave it as is, or prefer the entire parcel be zoned R1L-175 or R1L-70.

Please respond by emailing or writing to the Community Planner, Steven Brown:
stevenbrown@dhaz.gov.

Sincerely,

Terry Nolan
Mayor
Town of Dewey-Humboldt