

**TOWN OF DEWEY-HUMBOLDT
PLANNING & ZONING ADVISORY COMMISSION
REGULAR MEETING MINUTES
OCTOBER 3, 2013, 6:00PM**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, OCTOBER 3, 2013, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. CHAIR CLAIRE CLARK PRESIDED.

1. **Call To Order.** The meeting was called to order at 6:09PM.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Made.
3. **Roll Call.** Commissioners Tammy DeWitt, Jeff Siereveld, Barry Smylie and Chair Claire Clark were present; Commissioner Dee Parker was absent.
4. **Disclosure of Ex Parte Contacts.** None.
5. **Informational Reports.** Warren Colvin, Community Development Coordinator, stated he has applications for those Commissioners that expressed interest in applying for the GRAC Committee; they will go before Town Council to be appointed. He noted GRAC is a committee of five executive members and if Commissioners have any questions to contact the Town Clerk.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the September 5, 2013 Planning & Zoning Regular Meeting.
Commissioner DeWitt made a motion to approve the minutes from the September 5, 2013 Planning & Zoning Regular Meeting as presented, seconded by Commissioner Smylie. The motion passed unanimously.
Mr. Colvin stated the Planning & Zoning minutes are correct from September 5, 2013, but he misspoke on one item on the Priority List in regards to Transient Merchants. In the minutes, Mr. Colvin stated Council did not want to include food trucks, but upon further review of the Council meeting, Council did want to include food trucks when considering transient merchants. Mr. Colvin stated the Planning & Zoning Commission can discuss this item further when Transient Merchants is agendaized.
7. **Discussion Agenda – Unfinished Business.** None.
8. **Discussion Agenda – New Business.** Discussion and Possible Action on matters not previously presented to the Commission.
 - 8.1 **Naming of Private Roads/Driveways.** Discussion and possible action on proposed code text addition for naming of private roads/driveways or ingress/egress easements for addressing and emergency responder purposes.
Mr. Colvin presented this idea to Town Council at the August 13, 2013 workshop session. Council decided to add this to a new priority list and ask P&Z Commission and staff to come up with a viable option to further address the issue. He stated the issue is that private driveways or ingress/egress easements are becoming so long that addressing is becoming difficult and emergency responders are having greater difficulty in locating the proper parcel during a very crucial time. After reviewing Town Code Section 153.112 (Street Naming and Addressing) staff feels that this situation is not clearly addressed with the Town's adoption of the Yavapai County Planning and Zoning Ordinance, Section 604.

Section 604 states: Cul-de sacs shorter than two hundred feet (200') and providing access to five (5) or fewer lots should not be named and should assume the name of the intersecting through street. However, where there is a series of land and short cul-de-sacs, all should have separate names.

Mr. Colvin recommended installing code text in the addressing section (153.112) as follows, **“any private road, driveway or ingress/egress easement that is over three hundred feet (300’) in length or serves three (3) or more parcels shall be named”** and following the established procedure by the Town of Dewey-Humboldt. Mr. Colvin stated that by naming it, the road goes into GIS with proper coordinates and shows up as a named road. Mr. Colvin pointed out the application to assign an address, instructions and sign criteria in the packet.

Chair Clark stated the process and the way it is written seems clearly defined, so the question is whether 300 feet is appropriate and whether serving three or more parcels is appropriate.

Commissioner Siereveld spoke about those who live on a private road/driveway, not currently maintained by the Town, the driveway has access to at least other three parcels but it is someone’s private road, he asked how it would be treated. Mr. Colvin clarified that the purpose of this code amendment would not be for the Town to take over any kind of maintenance or ownership of roads; there are numerous private roads and the Town does not maintain those, this is strictly for addressing and emergency response purposes. Mr. Colvin stated that naming a road would not trigger the Town taking it over; there is a process already in place for someone to turn over a road to the Town but this code amendment is strictly for addressing. Commissioner Siereveld stated the houses already have addresses, and asked if this applies to anything that would happen in the future, such as a land split. Mr. Colvin confirmed that it would not be retroactive to driveways that already exist, only if something new came up such as a land split or subdivision, etc.

Commissioner Smylie asked if this is affected by GIS/GPS. Mr. Colvin explained that he sends maps that reference township, section and ranges to Yavapai County where they pull the coordinates, approve road names and complete their process before it is sent to a lengthy notification distribution list for access.

Commissioner Smylie made a motion to adopt the code language as written and presented by Mr. Colvin (any private road, driveway or ingress/egress easement that is over three hundred feet (300’) in length or serves three (3) or more parcels shall be named), seconded by Commissioner Siereveld. The motion passed unanimously.

- 9. **Public Hearing Agenda.** None.
- 10. **Comments from the Public.** None.
- 11. **Adjourn.** The meeting was adjourned at 6:29PM.

Claire Clark, Chairperson

ATTEST:

Mandi Garfield, Administrative Assistant