

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

A REGULAR MEETING OF THE DEWEY-HUMBOLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, JUNE 6, 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 6:00 p.m. Chair Claire Clark presided.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Done.
3. **Roll Call.** Commissioners Tammy DeWitt, Dee Parker, Jeff Siereveld, Barry Smylie and Chair Claire Clark were present.
4. **Disclosure of Ex Parte Contacts.** None.
5. **Informational Reports.** None.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the May 9, 2013 Planning & Zoning Regular Meeting.

Commissioner DeWitt made a motion to accept the Minutes from the May 9, 2013 P&Z Regular Meeting as presented, seconded by Commissioner Parker. It was approved unanimously.
7. **Discussion Agenda – Unfinished Business.** Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.
 - 7.1. **Accessory Dwelling Units.** Discussion and Possible Action on accessory dwelling units, secondary medical dwelling units and guest homes.

Community Development Coordinator, Warren Colvin reviewed the information provided on this item in the packet. He explained he has not heard back from the attorney to date on the commissions question concerning Prop 207 concerns. He explained a definition was provided for Accessory Dwelling Units (ADU's) and asked if this is the way the Commission would like to proceed. He included the square footage requirements from "guest house" for ADU's, removing guest home references and not including guest stay time restrictions.

There was discussion on attached "in-law" quarters were allowed. They are not unless they don't include separate kitchen facilities. Buildings would need to be detached if a kitchen unit is desire. Manufactured Homes as ADU's would be allowed only if the existing zoning districts allow for these (not allowed in R1L). All zoning requirements would still need to be met (lot size, lot coverage, etc.)

There was discussion on non-conforming, pre-existing uses being allowed until use discontinues for a period of 12 months or longer, and any existing structures could not be expanded to maintain their allowance.

The commission agreed informally that the wording was acceptable. They will wait to approve until they hear back from the attorney on their question.
 - 7.2. **Illegal Lot Divisions.** Discussion and Possible Action for handling illegal lot divisions.

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CDC, Warren Colvin spoke on feedback on how the signage at the County Recorder's office is working to inform people and prohibit them from recording splits that have not received prior approval from the town. Mr. Colvin explained that the current code already has the "teeth" with penalties outline in the code. He has added two informational items to the checklist explaining penalty fines and no building permits will be issued unless it is processed through the town. There are provisions within the code already allowing the "Zoning Administrator" to waive penalties if necessary.

Commissioner Dee Parker made a motion to have the Community Development Coordinator (CDC) write a report and deliver to the Town Council stating Councilmember DeWitt should be commended as she was instrumental in having a sign posted in the County Recorder's office; the land split application form has been updated to include penalties; a newsletter article will be submitted with the information on this; and a statement that the CDC feels that with the support of the Town Manager and the Town Codes as they are written he has what he needs to successfully help people with lot splits, seconded by Commissioner Tammy DeWitt. It was approved unanimously.

8. Discussion Agenda – New Business. Discussion and Possible Action.

8.1. Top 10 P&Z Commission Priority List.

CDC Colvin reviewed the priority list with the commission. He spoke on the historical preservation item being one that is up to the private property owners rather than the town. The Commission was asked if they had any additions to the priority list. There were none. Mr. Colvin explained this priority list will go back to the "new" Council for their consideration and modifications, then it will come back to the Committee for their next item(s) to work on.

8.2. Discussion on scheduling July Planning & Zoning Regular Meeting.

The commission discussed scheduling a meeting in July for the following Thursday, July 11th. All were in agreement. This meeting will be scheduled for Thursday, July 11, 2013 at 6:00 p.m.

9. Public Hearing Agenda. None.

10. Comments from the Public.

Skeeter Hughes spoke to the Commission about a lot split/boundary line adjustment he wishes to do and asked how to proceed. Mr. Colvin gave brief instructions and explained he would go into more detail after the meeting.

11. Adjourn.

The meeting was adjourned at 6:36 p.m.

Claire Clark, Chairperson

ATTEST:

Mandi Garfield, Administrative Assistant