

**THE PLANNING & ZONING ADVISORY COMMISSION  
FOR THE TOWN OF DEWEY-HUMBOLDT  
REGULAR MEETING NOTICE  
Thursday, February 7, 2013 6:00 P.M.**

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

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

**AGENDA SUMMARY**

1. **Call To Order.** The meeting was called to order at 6:00PM.
2. **Opening Ceremonies.**
  - 2.1. **Pledge of Allegiance.** Made.
3. **Roll Call.** Commissioners Chris Berry, Dee Parker, Jeff Siereveld and Chair Claire Clark were present; Commissioner Bob Bowman was absent.
4. **Disclosure of Ex Parte Contacts.** None.
5. **Informational Reports.** Warren Colvin, Community Development Coordinator, reminded the Commission about the Open Meeting Law training on March 15, 2013 at 1PM in the Council Chambers and asked all to attend. Chair Clark encouraged the Commissioners to attend this important training. Mr. Colvin will send an email reminder to the Commissioners.
6. **Consent Agenda.**
  - 6.1. **Minutes.** Minutes from the January 3, 2013 Planning & Zoning Commission Regular Meeting.  
Commissioner Parker made a motion to approve the minutes as presented, seconded by Commissioner Siereveld. The motion passed unanimously.
7. **Discussion Agenda – New Business.** Discussion and Possible Action.
  - 7.1. **Presentation on Land Protection Tools and Open Space Planning in Yavapai County.** Tabled until March meeting.
  - 7.2. **Length of Individual Public Comment.** Mr. Colvin noted that a similar item was presented to Council and they imposed a time limit of 3 minutes per person per topic at Council Meetings. There was discussion on this item. Commissioners Berry and Siereveld both spoke on imposing some length of time limit but noted that there may be instances when the Commission needs to hear more than three minutes, the time limit should be flexible if necessary.  
  
Public comment was taken on this item.  
  
David Nystrom spoke on the Commission setting a time limit but having the option to allow public comment to continue if the information is pertinent and useful.  
  
Chair Clark brought this item up because she wanted to be able to utilize the time limit as a tool, keeping people on topic, if information is useful Commission to allow the speaker more time. Commissioner Berry spoke on the importance of allowing the public to speak if they have something to say, concerned about cutting a topic off at 20 minutes if others want to speak, Commission should vote/agree on extending a person's time limit.  
  
Barry Clark spoke in favor of a five minute time limit per person per subject for a total of 20 minutes; Chair can limit the person to five minutes; if information is related to topic being discussed the Commission can suspend the rules to extend time.

Commissioner Parker suggested when the time limit expires ask the person if they have more to say and if so, Commission votes on extending their time. Commissioner Siereveld spoke on the importance of the public knowing how much time they have to speak and making the time limit reasonable, if a person needs more time notify the Commission.

Commissioner Parker made a motion to limit public comment to three minutes per person, 20 minutes per agenda item, seconded by Commissioner Berry. The motion passed with a 3-1 vote, Siereveld voting against and Bowman absent.

**7.3. Robert's Rules of Order.** Chair Clark asked for this item to be placed on the agenda and Mr. Colvin distributed the Parliamentary Procedure via email to Commissioners (also in packet). Commissioner Berry stated Robert's Rules of Order are a way of doing business, not law. Chair Clark stated Robert's Rules of Order was created to make meetings flow better, to make sure everyone's voice is heard, including the public, and is a guide to bring awareness to procedures the Commission could use. There was discussion about the various elements of Robert's Rules. Chair Clark stated she would use elements of it as a guide during meetings.

Public comment was taken on this item.

David Nystrom commended Chair Clark for setting expectations for future Planning & Zoning meetings. He reminded the Commission that Robert's Rules of Order is to be used in conjunction with Town Ordinance on conducting meetings.

Chair Clark noted that Mr. Colvin sent out a Council Agenda Action Request Form to use in the future. Mr. Colvin stated the form is a way for Staff to keep record of what needs to go on the agenda. Mr. Colvin also noted there is a website available to download the entire Robert's Rules of Order for free.

**8. Discussion Agenda – Unfinished Business.** None.

**9. Public Hearing Agenda.**

**9.1. Final Draft of Sign Code.** Mr. Colvin stated that he and the Town Manager made the clerical changes necessary from the last meeting, all issues have been addressed. Chair Clark opened the public hearing. There was no public comment.

Commissioner Parker made a motion to send the sign code as written to Town Council for adoption, seconded by Commissioner Siereveld. The motion passed unanimously.

**10. Comments from the Public.** None.

**11. Adjourn.** The meeting was adjourned at 6:40PM.