

**THE PLANNING & ZONING ADVISORY COMMISSION
FOR THE TOWN OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE
Thursday, September 6, 2012 6:00 P.M.**

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

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

AGENDA SUMMARY

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.** The meeting was called to order at 6:02PM.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Made.
3. **Roll Call.** Commissioners Chris Berry, Claire Clark, Mel Scarbrough, Vice Chair Arlene Alen and Chair Bob Bowman were present.
4. **Disclosure of Ex Parte Contacts.** None.
5. **Announcements Regarding Current Events.** Announcements of items brought to the attention of the Chair not requiring legal actions by the Commission.
 - 5.1. **Notification of Resignation of Commissioner Andy Peters.** Chair Bob Bowman announced the resignation of Commissioner Andy Peters, citing personal commitments.
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 August 9, 2012 Planning & Zoning Commission Meeting.

Commissioner Scarbrough made a motion to approve the minutes of the August 9, 2012 Planning & Zoning Commission as presented, seconded by Commissioner Berry. The motion passed unanimously.
7. **Discussion Agenda – New Business.** Discussion and Possible Action.
 - 7.1. **Presentation by Steve Mauk, Yavapai County Development Services Director and Richard Parker, Prescott Valley Community Development Director.** A presentation on what is Planning and Zoning Commission's role as related to Zoning Codes.

Steve Mauk, Yavapai County Development Services Director, and Richard Parker, Prescott Valley Community Development Director gave a joint presentation on the role of each of their respective Commissions. Mr. Parker stressed the importance of communication between the Commission and Staff, reading the material in the packet ahead of the meeting, holding bi-annual joint sessions with Council, Commission working together as a team, meet with new Commissioners to welcome them and go over rules, etc. and making timely and informed decisions. He gave Mr. Colvin a list of materials to distribute to Planning & Zoning. Mr. Mauk mentioned the Commission acts in an advisory capacity, staff's role, meeting bi-annually with Council, setting expectations, reviewing bylaws with Commissioners on an annual basis. He recommended a book titled The Riggins Rules by Fred Riggins, former Chairman of the Phoenix Planning & Zoning Commission.

The Commissioners thanked Mr. Parker and Mr. Mauk for their presentation.

7.2. Open Meeting Law and Emailing – Review of Attorney General Opinion I05-004. For discussion and possible direction whether to submit a short list of questions to Ombudsman for clarification on Open Meeting Laws.

There was discussion about Open Meeting Law. Mr. Colvin stated the Ombudsman's office could provide training onsite sometime in February and if there were any immediate questions Mr. Colvin could present them to the Ombudsman's office for answers. Commissioners would review the written Open Meeting Law materials or video as necessary.

Commissioner Berry asked if there was a form for requesting agenda items. Mr. Colvin stated he would locate one.

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. Review and compare Commissioner Clark's revised Sign Code versus the last version of the Sign Code.

Commissioner Clark clarified that the sign code document she produced was intended as a draft for review, not a finished document.

Commissioner Berry spoke on everyone coming to the meetings prepared to do their job. There was discussion on scheduling another meeting to discuss the sign code and the need to have the applicable sign code versions in front of them when reviewing.

The Commission agreed to schedule a P&Z Work Session on Thursday, September 13, 2012 at 6PM to discuss the sign code. Chair Bowman asked Mr. Colvin to provide 1) the original sign code, 2) the sign code that P&Z revised and sent to Council and 3) Commissioner Clark's draft version.

9. Public Hearing Agenda. Discussion and Possible Action on matters not previously presented to the Commission.

None.

10. Commissioners' Forum. Commissioner Berry proposed for a future agenda item: discussion of historic overlay or declaring upper Main Street as Historical District and the rules, regulations and criteria necessary. Chair Bowman asked Staff to provide some information about the requirements. Commissioner Alen asked Staff to research the rules and regulations of other similar towns. Commissioner Berry announced that Lani Lott of LL Consulting would be making a presentation to

the Historical Society on September 12th at 9AM at the Museum site.

11. Comments from the Public.

Jerry Brady spoke on Open Meeting Law in regards to the presentation given this evening; no presumption of privacy on email and internet.

Kevin Leonard spoke on the Historical Society meeting on Wednesday that Ms. Lott will be at; she will share good information on historic preservation.

Terry Nolan commended the Commission for their perseverance in dealing with the sign code and thanked them for their commitment.

12. Town Planner's Report. Mr. Colvin informed the Commission that at the last Council meeting they voted to not have the Joint session with P&Z at the September 11th Council Study Session.

13. Adjourn. The meeting was adjourned at 7:13PM.