

**THE PLANNING & ZONING ADVISORY COMMISSION  
FOR THE TOWN OF DEWEY-HUMBOLDT  
REGULAR MEETING NOTICE  
Thursday, September 5, 2013 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 Tammy DeWitt, Dee Parker, Jeff Siereveld, Barry Smylie and Chair Claire Clark.
- 4. Disclosure of Ex Parte Contacts.**
- 5. 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.
- 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 July 11, 2013 Planning & Zoning Regular Meeting.
- 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. P&Z Priority List from Town Council.** Discussion and Possible Action on P&Z priority list.
  - 7.2. Accessory Dwelling Units.** Discussion and Possible Action on accessory dwelling units, secondary medical dwelling units and guest homes.

8. **Discussion Agenda – New Business.** Discussion and Possible Action on matters not previously presented to the Commission.

9. **Public Hearing Agenda.**

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**THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.**

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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, September 10, 2013 at 2:00 p.m.

Next Town Council Meeting: Tuesday, September 17, 2013 at 6:30 p.m.

Next Planning & Zoning Commission Meeting: Thursday, October 3, 2013.

If you would like to receive Town Council agendas via email, please sign up at [AgendaList@dhaz.gov](mailto: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 \_\_\_\_\_, 2013, 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 & ZONING ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
JULY 11, 2013, 6:00PM**

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, JULY 11, 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 6:00PM.
2. **Opening Ceremonies.**
  - 2.1. **Pledge of Allegiance.** Made.
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.** Warren Colvin, Community Development Coordinator, spoke on the Town Council's approval of Planning & Zoning's recommendation on illegal lot splits; and the volunteer work party going to Yarnell to help clean up for the uninsured homeowners on Saturday, July 13, 2013.
6. **Consent Agenda.**
  - 6.1. **Minutes.** Minutes from the June 6, 2013 Planning & Zoning Regular Meeting.

Commissioner Siereveld made a motion to approve the June 6, 2013 Planning & Zoning Regular meeting minutes as presented, seconded by Commissioner DeWitt. The motion passed unanimously.
7. **Discussion Agenda – Unfinished Business.**
  - 7.1. **Accessory Dwelling Units.** Mr. Colvin gave a summary of the previous P&Z discussions about ADU's and an overview of the changes suggested by the Town Attorney. He spoke on the Attorney suggesting a few clerical changes; Attorney noting the P&Z Commission especially concerned about ARS 12-1134 and how it would impact the Town; he spoke on the Attorney's explanation that the changes recommended by P&Z Commission primarily related to changing definitions and cleaning up language of the regulation; only material change was to no longer permit attached ADU's; he explained the Town Attorney recommended moving forward with the code amendment as it clarifies the current regulations.

Chair Clark asked whether the Attorney was agreeable to using the term Accessory Dwelling Unit over Guest Home; Mr. Colvin responded yes. He noted that the language was supposed to be cleaned up in the past, taking out secondary medical unit and other language in the code. This change will take care of those issues.

Mr. Colvin distributed the Town Attorney's document so the Commissioners could review further.

Commissioner DeWitt spoke on changes in language regarding kitchen facilities required, not permitted; non-paying/non-reimbursing guest language in the code and the concern it could turn into multi-family housing and/or rental. There was further discussion about the concern for ADU's as rentals; adding clarification in the definition resolving the rental issue; kitchen facilities; electrical run through main dwelling.

Commissioner DeWitt made a motion to have Mr. Colvin make the proposed changes to the definition in regards to adding language about non-paying/non-reimbursing relative or guest, in letter G kitchen facility required, the changes recommended by the Attorney, remove letter H and bring back to Planning & Zoning Commission next month, seconded by Commissioner Parker. The motion passed unanimously.

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

**9. Public Hearing Agenda.**

**9.1. Use Permit for Off-Premise Sign.** Mr. Colvin gave an overview of the use permit package, noting there was a waiver reducing the requirement of off-premise signs setback from 200 feet reduced to 85 feet and a waiver to add the number of supports from the limit three to four; he noted there were no responses received from the neighboring parcels.

Commissioner Smylie asked about long-term implications. Mr. Colvin responded that a use permit is approved with a 1 – 5 year maximum, at the end of the use permit the applicant could re-apply to extend the use permit. Commissioner Smylie asked whether there was a provision for maintaining it as far as graffiti or damage. Mr. Colvin responded there is a public nuisance section in the Town Code that would likely apply. Mr. Colvin added that staff feels that by allowing the additional support, it will help mimic what it used to look like and will not pose any threats to traffic or site issues.

Mr. Colvin spoke on two stipulations, 1). The sign and its structural components along with any accessory items shall be constructed as shown on the submitted rendering to P&Z Commission and Town Council and 2). Next step, assuming P&Z Commission and Council both approve the application, is to apply for a sign permit as required by Town Code section 153.138. He noted that the applicant has already picked up the sign permit application.

Chair Clark opened the public hearing at 6:36PM.

Kevin Leonard spoke on his dream for historic Dewey-Humboldt; the museum is running now; working with NAU staff who are interested in this area; has website up and running for tours; people call the phone number to schedule a tour and they pick up at the guest's hotel or from the museum parking lot; working with the VA to hire drivers; he spoke on his desire to make the tour available so everybody can enjoy; he feels this project will help Dewey-Humboldt and put people to work.

Mark McBrady spoke on donating the property for this project; he noted Mr. Leonard has given these tours for quite a while, well-attended and people enjoy it; he spoke on the rich history of this area.

Jerry Brady spoke on two maps (provided to staff) that show the extent of mining activity in this area; the amount of interest Humboldt generates in Europe; NAU working on a regional economic development plan for history-based tourism; possibility of national scenic recreation trail going through Dewey-Humboldt up through Green Gulch.

Chair Clark closed the public hearing at 6:50PM.

Commissioner DeWitt made a motion to accept the recommendation of staff to send the use permit to Council with stipulations as provided by staff with the addition of a five year maximum on the use permit, seconded by Commissioner Parker. The motion passed unanimously.

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

11. **Adjourn**. The meeting was adjourned at 6:50PM.

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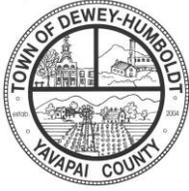
Claire Clark, Chairperson

ATTEST:

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Mandi Garfield, Administrative Assistant

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**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-8562 ▪ Fax 928-632-7365**

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## **MEETING OF THE TOWN PLANNING & ZONING ADVISORY COMMISSION**

**September 5, 2013 6:00 p.m. Town Council Meeting Chambers**

**Agenda Item:** Priority list from Town Council

**To:** Planning & Zoning Advisory Commission

**From:** Warren Colvin, Community Development Coordinator

**Date Submitted:** August 27, 2013

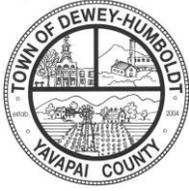
**Recommendation:** Discussion and review of Council priority list.

**Summary:** At the August 13, 2013 Town Council workshop, Council reviewed the previously established P&Z Priority list and voted to revise the list as follows and also allow staff and P&Z to set the priority list in the order they see fit.

### **P&Z Priority List (As revised by Town Council on 8/13/13)**

- 1). Accessory Dwelling Units (almost done; P&Z changes to final text at Sept. 5<sup>th</sup> P&Z meeting).
- 2). Historical Overlay District and parking on Main Street: (recommendation is to look into what it will entail and the turnaround time).
- 3). Transient Merchants: (recommendation to resolve a problem with people soliciting on street corners. Not to include lunch trucks, etc.).
- 4). Private driveway versus named road: (Establish Code text that would define a driveway versus a named road).
- 5). Commercial Contractor: (recommendation to come up with code text that is consistent with State law that regulates when a commercial contractor is required based on the amount of work and type).
- 6). Ground Water: (recommendation is to have someone from P&Z resurrect the Groundwater Resources Advisory Committee (GRAC)).

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**MEETING OF THE TOWN PLANNING & ZONING ADVISORY COMMISSION**

**September 5, 2013 6:00 p.m. Town Council Meeting Chambers**

**Agenda Item:** Accessory Dwelling Units

**To:** Planning & Zoning Advisory Commission

**From:** Warren Colvin, Community Development Coordinator

**Date Submitted:** August 27, 2013

**Recommendation:** Discussion and possible action on approving revisions from July 11, 2013 P&Z meeting and Town Attorney revisions to ADU requirements; send to Town Council for approval prior to public hearings.

**Summary:** See attached code text changes made to Accessory Dwelling units, guest homes and secondary medical dwellings.

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§ 153.005 Definitions:

**DWELLING UNIT, ACCESSORY (ADU).** A separate detached dwelling unit on the same single family lot as the primary dwelling unit that may be used as a separate additional living unit and shall include separate kitchen, sleeping, and bathroom facilities.

**§153.072 ACCESSORY DWELLING UNIT (ADU).**

Accessory Dwelling Units are permitted only in the R1L and R1 Zoning Districts, subject to the following requirements:

(A) An Accessory Dwelling Unit is permitted only on a minimum lot size of 70,000 square feet in the R1L Zoning District and a minimum lot size of 35,000 square feet in the R1 Zoning District.

(B) The primary dwelling and the ADU shall be in compliance with the set back regulations set forth in § 153.069 Density Districts of this code.

(C) The ADU must be serviced and metered by the primary structure electric utility hookups. Individual ADU septic systems may be approved where necessary in order to reduce sewer line extensions as authorized by the County Environmental Unit.

(D) The primary and ADU structures shall share a common driveway or entrance.

(E) An ADU shall not exceed 750 square feet in size or 25% of the total square footage of the primary structure living area under roof, whichever is greater.

(F) The ADU shall comply with the separation requirements set forth in the Town Building, Fire and Municipal Codes.

(G) A kitchen facility is required in the ADU structure.

(H) An ADU is to be used to house a non-paying or non-reimbursing relative or guest.

**Alternative: An Accessory Dwelling Unit shall only be used to house a non-paying or non-reimbursing relative or guest of the owner and shall not be used as either a short-term or long-term rental property.**