

**THE PLANNING & ZONING ADVISORY COMMISSION
FOR THE TOWN OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE
Thursday, October 3, 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 September 5, 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.

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.

9. Public Hearing Agenda.

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

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, October 8, 2013 at 2:00 p.m.

Next Town Council Meeting: Tuesday, October 15, 2013 at 6:30 p.m.

Next Planning & Zoning Commission Meeting: Thursday, November 7, 2013.

If you would like to receive Town Council agendas via email, please sign up at 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
SEPTEMBER 5, 2013, 6:00PM**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, SEPTEMBER 5, 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 Mortimer's Use Permit. Based on Town Code it will go straight to Town Council for approval since it is a renewal. He also spoke on meetings being held to educate the public on the adoption of the 2012 Building Code Series. The meetings are tentatively scheduled for October 3, November 7 and December 5, 2013 from 4 – 6PM to encourage the public to participate in reviewing what changed from 2006 to 2009 to 2012. He explained there have been several joint meetings with Yavapai County, Chino Valley, Prescott Valley, Prescott, Dewey-Humboldt and the Yavapai County Contractor's Association to discuss all quad cities adopting the same version together. Mr. Colvin stated that Jack Judd, Building Official from Yavapai County, will do a presentation for Town Council in October with tentative adoption scheduled for January 2014 and enforcement starting July 2014. Commissioner Smylie encouraged Staff to make code similar to other municipalities and consider that in future planning. Mr. Colvin stated the goal of the quad cities code committee is to get on the same code cycle so everyone can build according to the same code with just a few minor changes depending on jurisdiction. Chair Clark encouraged Commissioners to attend the public meetings to be aware of the upcoming changes.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the July 11, 2013 Planning & Zoning Regular Meeting.

Commissioner Parker made a motion to approve the minutes of July 11, 2013 Planning & Zoning Commission meeting as presented, seconded by Commissioner DeWitt. The motion passed unanimously.
7. **Discussion Agenda – Unfinished Business.**
 - 7.1. **P&Z Priority List from Town Council.** Discussion and Possible Action on P&Z priority list.

Mr. Colvin stated that he attended the August 13, 2013 Town Council Work Session where he reviewed the previously established Planning & Zoning priority list with Town Council. They voted to revise the list and did not establish top priorities or order of priorities and instead wish to allow Planning & Zoning and Staff to determine the order of priorities. He reviewed the list:

Accessory Dwelling Units to be reviewed tonight, select the final code text and send to

Town Council for review before public hearings.

Historic Overlay District and parking on Main Street was combined into one item. Mr. Colvin stated it would take a considerable amount of time to research this subject, see what it entails, estimated turnaround time, getting advice from others who have gone through this process to learn from them and possibly plan some field trips on this subject. Mr. Colvin suggested tackling this subject once some of the Code adoption work settles. Commissioner Parker asked if the historic overlay only applied to the Main Street area; Mr. Colvin responded yes. Chair Clark agreed this would take quite a bit of time; to be handled as a long-term project.

Transient Merchants – Mr. Colvin stated Town Council wants to resolve a problem with soliciting on streets or corners and were adamant about not including lunch trucks. Council did not want to tackle the business license issue. Mr. Colvin suggested possibly making two proposals to Council, one outlining a permit process for people to get a transient merchant permit and the other proposal being shut it down entirely and make it illegal.

Private Driveway versus Named Road – Mr. Colvin stated Staff is looking at establishing code text that would define a driveway versus a named road; actually put it in the Code instead of what is in Hillside Lot Standards. Mr. Colvin stated this is a subject that can be easily handled and would like to do so first.

Commercial Contractors – Mr. Colvin stated this should be fairly easy to handle by referencing in the Code and being consistent with state law that would regulate when a commercial contractor is required based on the amount of work and type. Commissioner DeWitt asked what state law requires. Mr. Colvin stated commercial work valued under \$1,000 does not require permit though structural work would require commercial general contractor.

Ground Water – Mr. Colvin stated Town Council agreed it is an important issue and recommended that Planning & Zoning resurrect the Groundwater Resource Advisory Committee (GRAC). Commissioners Clark, Smylie and Parker expressed interest in sitting on the committee. Mr. Colvin stated he will research the details of resurrecting the GRAC and report information at the next Planning & Zoning meeting.

The Commissioners agreed the first priority is getting GRAC going again, followed by the private driveway issue, then transient merchants.

Chair Clark asked if the Commissioners wished to add any other items to the list. There was discussion about the Iron King mine and noise complaints. No items were added to the priority list.

7.2. Accessory Dwelling Units. Discussion and Possible Action on accessory dwelling units, secondary medical dwelling units and guest homes.

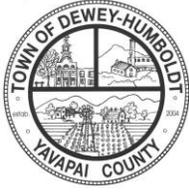
Mr. Colvin gave an overview of the topic noting that he provided a clean copy of the ADU code language with the revisions from the last P&Z meeting. Also included in the text was an alternative option for letter H regarding non-paying, non-reimbursing guests suggested by the Town Attorney: “An accessory 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.” The Commissioners agreed they all preferred the alternative language for letter H as suggested by the Town Attorney.

Commissioner Smylie made a motion to accept 153.072 Accessory Dwelling Unit (ADU) as written, including and inserting the alternative text for letter H, seconded by

Commissioner Siereveld. The motion passed unanimously.

8. **Discussion Agenda – New Business.** None.
9. **Public Hearing Agenda.** None.
10. **Comments from the Public.** None.
11. **Adjourn.** The meeting was adjourned at 6:38PM.

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

MEETING OF THE TOWN PLANNING & ZONING ADVISORY COMMISSION

October 3, 2013 6:00 p.m. Town Council Meeting Chambers

Agenda Item: Naming of Private Roads/Driveways

To: Planning & Zoning Advisory Commission

From: Warren Colvin, Community Development Coordinator

Date Submitted: September 24, 2013

Recommendation: Discussion, review and possible action on proposed code text addition for naming of private roads/driveways or ingress/egress easements for addressing and emergency responder purposes.

Summary:

Staff 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.

The issue at hand 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.

Recommendation:

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.

Naming of the private road must follow the established procedure by the Town of Dewey-Humboldt.

153.112 STREET NAMING AND ADDRESSING.

(A) Title and purpose.

(1) *Purpose.* The town establishes this section in order to provide for the uniform assignment of property numbers, to provide for the naming of new streets and renaming of old streets with conflicting or duplicate names in order to provide for efficient emergency services and provide for the safety of the residents of the town, providing for the enforcement of this section, and prescribing penalties for the violation thereof.

(2) *Short title.* For the purposes of identification, these regulations shall be known as the "Street Naming and Addressing Ordinance for the Town of Dewey-Humboldt."

(B) *Applicability.* This section shall apply to all lands within the incorporated area of the town and any incorporated areas included through intergovernmental agreement.

(C) *General provisions.* The street naming and addressing system for the Town of Dewey-Humboldt shall prescribe to the Yavapai County adopted Street Naming and Addressing ordinance (Yavapai County Planning and Zoning Ordinance, Section 604).

(Ord. 08-44 § 604, passed 10-21-2008)

Warren Colvin

From: Toni Ketchum <Toni.Ketchum@yavapai.us>
Sent: Monday, September 23, 2013 9:55 AM
To: Warren Colvin
Subject: RE: private named streets

We don't have anything officially written to support that. What we do have written, I actually just reverse for my benefit.

d. Naming and Street Configuration:

(1) 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 long and short cul-de-sacs, all should have separate names.

(2) A cul-de-sac may bear the same name as its intersecting through street with a different suffix designation without being considered a name duplication.

(3) In peculiar circumstances where a road loops back on itself for a substantial length, the Addressing Official can make the determination in the public interest and safety to give a street two (2) different prefixes using a logical breaking point.

(4) Major arterials and highways which change direction for a significant distance may change directional prefixes at the most logical and convenient break point, i.e., when a highway crosses the "0" point in a grid system.

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(a) That strict application of design and improvement regulations would preclude reasonable subdivision development of the subject property.

(b) That there are special circumstances applicable to the property related to its topography, shape, and/or location that dictate the need for this waiver to ensure good subdivision design and development.

(c) That the granting of this waiver will not be detrimental to the public health, safety, and general welfare or injurious to other property in the area in which said property is situated.

(G) *Hillside development subdivisions.*

(1) The principal purpose of these hillside development standards is to allow the reasonable and beneficial use and development of private property within areas considered "hillside" (i.e. the majority of the development site has a natural slope greater than 20%) while promoting the public health, safety, convenience and general welfare of the citizens of the town and maintaining the character, identity and image (i.e. preserving ridgelines) of hillside areas which are seen as valuable scenic resources.

(2) The regulations of this section shall apply to all lots or parcels having a natural slope of 20% or greater. This slope is calculated using a minimum run of 100 feet with a rise greater than 20 feet over that 100 foot run.

(3) Hillside lot standards.

(a) Total disturbed area within a lot shall not exceed that of the zoning district maximum lot coverage, but in no case to exceed 25%.

(b) All lots within hillside development subdivisions shall be subdivided to contain a minimum of 25,000 square feet and have minimum lot widths at building setback of 120 feet.

(c) "Panhandle", double frontage, and other unconventional lots may be permitted so long as it can be adequately demonstrated that no such lot will adversely affect any other lot.

(d) The maximum height of air cuts may not exceed the height of the primary structure, excluding antennas and other attachments.

(e) The maximum height of any improvement may not exceed the closest ridgeline adjacent or contained within the parcel.

(f) All fill material must be landscaped to match adjacent vegetation.

(4) Hillside road standards.

(a) Street grades shall not exceed 12%, except for a maximum length of 600 feet where the grade may be a maximum of 15% with approval of the Town Engineer.

(b) Minimum dedicated street rights-of-way may be reduced, when justified by extreme cross-slope cut and fill areas or similar conditions.

(c) "T" or "Y" type turning and backing areas may be substituted for circular turnarounds.

(d) Private streets or drives serving not more than four lots shall be permitted to a maximum length of 300 feet.

(Ord. 09-51, passed 4-21-2009)

§ 152.10 ASSURANCES, GUARANTEES, IMPROVEMENTS, INSPECTIONS AND RELEASES.

(A) *Assurances and guarantees.* No final plat will be recorded unless one or more of the following methods of assurance are submitted with the final plat, with a cost estimate for construction of the required on- and off-site improvements, signed and

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TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

ADDRESS AND STREET NAME REQUEST FORM
APPLICATION TO ASSIGN OR CHANGE AN ADDRESS

Activity	Fee **
New Address	0
New Street Name	0
Modify Existing Address Number (Resident Initiated)	250.00
Modify Existing Address Number (Agency Initiated*)	0

*Agency initiated is a request by Yavapai County for 911 purposes

**Direct expenses such as professional service fees, postage, advertising and like will be the responsibility of the applicant.

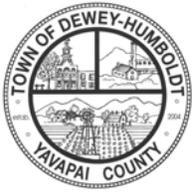
The undersigned herewith applies to add or modify an address within the Town of Dewey-Humboldt.

Assessors Parcel Number: _____
Old Address/Street: _____
Proposed Address/Street: _____

Reason for address/street name request (building permit, APS hook up, percolation test, other):

Applicant's Name (Print): _____
Address: _____
City: _____ State: _____
Zip: _____
Applicant's Phone #: _____ Fax #: _____
Mobile #: _____ Email: _____

This application has been duly signed this _____ day of _____ 20____.
Applicant's Signature: _____



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

INSTRUCTION FOR SUBMITTING A PROPOSED STREET NAME APPLICATION

1. Prepare a list of possible street names for the street. The maximum length for a street name including spaces and the appropriate suffix abbreviation is 17 characters. Please keep in mind that confusing and offensive names will not be approved. Also, duplicate street names in Yavapai County will not be approved.

Changing the suffix of a name does not constitute an alternate choice. For example: Dirt Road, Dirt Drive, Dirt Street, Dirt Lane

2. Contact the Dewey-Humboldt Public Works Department at (928) 632-5074 to see if an Access Permit from a Town Maintained Road is required.
3. Prepare a petition, which contains the signatures of at least 51% of all the landowners adjacent to the street or easement (in its entirety). You may use the attached petitions.
4. Supply a **recorded** legal description or a **recorded** map describing the street to be named.
5. Prepare a map showing directions to the location of the street to be named.
6. Supply a complete mailing list of all landowners adjacent to the street, so that when a name is assigned, a notice will be sent to all affected parties. The circulator of the petition must certify that, to the best of their knowledge, the information is complete and accurate.
7. Contact the Community Development Department to schedule an appointment to review the street name application.

If any of the above steps have not been completed, the street name application will not be accepted. Acceptance of the application does not guarantee approval of the street name. The adjacent property owners will receive written notification informing them of the status of the application.

If you have any questions regarding the street name process, please contact the Community Development Department at the Dewey-Humboldt Addressing Unit, 2735 S. Hwy 69, Humboldt, AZ 86329 or by telephone at (928) 632-7362.

*****Once the Addressing Unit receives a complete packet from you, the process may take a minimum of 4-6 weeks. The process could take longer depending on objections if they are received. The Public works Department processes the petitions on a First-Come, First-Serve basis.*****

"We the undersigned, petition Development Services to accept and assign the proposed name of _____ for the attached legally described easement (private road)."

ALTERNATE ROAD NAME CHOICES ARE AS FOLLOWS: (CHANGING THE SUFFIX OF A NAME DOES NOT CONSTITUTE AN ALTERNATE CHOICE. FOR EXAMPLE: DIRT ROAD, DIRT DRIVE, DIRT STREET, DIRT LANE)

1. _____
2. _____
3. _____

<u>NAME</u>	<u>SIGNATURE</u>	<u>PARCEL #</u>	<u>DATE</u>
_____	_____	- -	_____
_____	_____	- -	_____
_____	_____	- -	_____

Petition circulated by _____ Date _____

This petition is **not intended for a roadway name change**. Please contact the Community Development Department (928) 632-7362 for the procedures to change a road name.

BY SIGNING THIS PETITION, YOU APPROVE ALL OF THE ABOVE SUGGESTED ROAD NAMES

-----cut-----along-----dotted-----line-----to-----separate-----

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1. _____
2. _____
3. _____

<u>NAME</u>	<u>SIGNATURE</u>	<u>PARCEL #</u>	<u>DATE</u>
_____	_____	- -	_____
_____	_____	- -	_____
_____	_____	- -	_____

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2735 S. Highway 69, P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 • Fax 928-632-7365

PRIVATE STREET NAME SIGN STANDARDS

The Town of Dewey-Humboldt Public Works Department

1. Signs will be 6" X 36" double-sided, rounded corners on an approximate 5/8" radius, made of .080 gauge aluminum.
2. Face of the sign will consist of White 3M 4090 Diamond Grade Cube high-intensity material.
3. Lettering will consist of 4" high, URW Wood font, made from Brown 3M 1179C high-intensity material. A border of this same material will be placed as a 1/4" strip, 1/4" from the edge of the sign leaving a 1/4" reveal of the white-face material outside of the brown strip.
4. Street Name Signs on intersections will consist of two signs, the intersecting street and the street to which it joins.

