

**THE PLANNING & ZONING ADVISORY COMMISSION
FOR THE TOWN OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE
Thursday, November 8, 2012 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 Chris Berry, Claire Clark, Dee Parker, Vice Chair Arlene Alen and Chair Bob Bowman.
4. **Disclosure of Ex Parte Contacts.**
5. **Informational Reports.** Individual members of the Commission, Staff 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 October 4, 2012 Planning & Zoning Commission Regular Meeting.
7. **Discussion Agenda – New Business.** Discussion and Possible Action.
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. **Priority List for Proposed Text Amendments to Town Code.** Discussion and possible action.
 - 8.2. **New Sign Code Amendment to Section 153.130 – Off-Premise Signs.** Discussion and possible action.

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

None.

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. No time limit is 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, November 13, 2012 at 2:00 p.m.

Next Town Council Meeting: Tuesday, November 20, 2012 at 6:30 p.m.

Next Planning & Zoning Commission Meeting: Thursday, December 6, 2012 at 6:00 p.m.

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 _____, 2012, 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
OCTOBER 4, 2012, 6:00PM**

A REGULAR MEETING OF THE DEWEY-HUMBLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, OCTOBER 4, 2012, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. CHAIR BOB BOWMAN PRESIDED.

1. **Call To Order.** The meeting was called to order at 6:04PM.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Made.
 - 2.2. **Oath of Office.** Swearing in of new Commissioner. (Dee Parker)
Town Clerk Judy Morgan performed the oath of office for new Commissioner Dee Parker.
3. **Roll Call.** Commissioners Chris Berry, Claire Clark, Dee Parker and Chair Bob Bowman were present; Vice Chair Arlene Alen was absent.
4. **Disclosure of Ex Parte Contacts.** None.
5. **Announcements Regarding Current Events.**
Chair Bob Bowman announced the resignation of Mel Scarborough.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the September 6, 2012 Planning & Zoning Commission Regular Meeting and the September 13, 2012 Planning & Zoning Commission Study Session.
Commissioner Berry made a motion to approve the September 6, 2012 Regular Meeting minutes and the September 13, 2012 Study Session minutes, seconded by Commissioner Clark. The motion passed unanimously.
7. **Discussion Agenda – New Business.** Discussion and Possible Action.
 - 7.1. **Light Pollution Ordinance.** Discussion and possible action on amending to allow high intensity lighting for special events.
Warren Colvin, Community Development Coordinator, reviewed the Light Pollution ordinance to make sure the sign code changes were in compliance and possibly to amend to allow for high intensity lighting for special events. He stated the current light pollution ordinance is compatible with the Town’s motto, “Arizona’s Country Town” and there are provisions in the ordinance for an applicant to apply for temporary lighting for special events.
Commissioner Berry asked for clarification on the 30 day limit, whether consecutive or cumulative. Mr. Colvin stated it is not strictly a one-time 30-day permit but once the applicant reaches 30 days they cannot get another permit until the next calendar year.
Commissioner Parker asked whether lights are grandfathered in. Mr. Colvin stated it may depend on when the light was installed, though as long as the light is turned off by 10PM it is considered exempt and is difficult to enforce. Street lights in public right-of-ways are exempt.

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. **Sign Code Recommendation.** Discussion and possible action on whether to recommend to Council this version of the sign code.

There was discussion of the sign code changes discussed at the previous P&Z Study Session. Mr. Colvin spoke on banners being temporary signage, the Dark Sky ordinance is applicable and a permit is required. There was discussion about temporary sign fees, number per frontage road and maximum height. The Commissioners agreed to restrict banners to 3 banners per road frontage, a maximum of 64 square feet and eliminate the maximum 8 foot height.

There was discussion on applying for exceptions to what is stated in the sign code. Mr. Colvin responded that applicants could apply for something similar to a variance or use permit, Staff decisions can be appealed to Planning & Zoning and/or Council, he will research this topic.

There was discussion on permit fees, distance from stop signs and the height possibly distracting people. Mr. Colvin spoke on the requirement that no sign shall be an obstruction to traffic, public safety or welfare, otherwise it is handled by code enforcement and he will look into the fee schedule.

Mr. Colvin stated he added and defined sandwich boards in the sign code.

Chair Bowman made a motion to submit the sign code, including what we have and as to be amended by Mr. Colvin, to the Town Council, seconded by Commissioner Berry. The motion passed unanimously.

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

None.

10. **Commissioners' Forum.**

Commissioner Clark suggested reviewing the list given to Planning & Zoning by the Town Council and focus on that. Commissioner Berry suggested adding any additional items that have come up recently and see where those items fit into the priority list.

11. **Comments from the Public.** None.

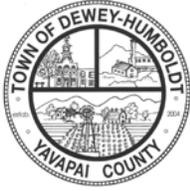
12. **Town Planner's Report.** Mr. Colvin stated the Agua Fria Festival has been approved, obtaining their vendor permit is in process and the corn maze is cut; possibility of a medical marijuana cultivation facility coming before P&Z; the Historical Society is preparing for their use permit. Chair Bowman added that he and Mr. Colvin attended the APA Conference in Flagstaff and received very good information, a report will be given at the next meeting.

13. **Adjourn.** The meeting was adjourned at 6:55PM.

Robert Bowman, Chairman

ATTEST:

Mandi Garfield, Administrative Assistant



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

November 8, 2012 6:00 p.m. Town Council Meeting Chambers

Agenda Item: Priority List for Proposed Text Amendments to Town Code. Discussion and possible action.

To: Planning & Zoning Advisory Commission

From: Warren Colvin, Community Development Coordinator

Date Submitted: October 30, 2012

Recommendation: Discussion and Possible Action to determine the next topic for consideration by P&Z Commission.

Summary: Council's Top Three Priority List of Topics:

- 1). Illegal Lot Divisions
- 2). Accessory Dwelling Units
- 3). Historic Buildings

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MEETING OF THE TOWN PLANNING & ZONING ADVISORY COMMISSION

November 8, 2012 6:00 p.m. Town Council Meeting Chambers

Agenda Item: New Sign Code Amendment to Section 153.130 – Off-Premise Signs. Discussion and possible action.

To: Planning & Zoning Advisory Commission

From: Warren Colvin, Community Development Coordinator

Date Submitted: October 30, 2012

Recommendation: Discussion and Possible Action to allow for wall-mounted signs to Off-Premise Signs under section 153.130 of the revised sign code.

Summary: Commissioner Berry notified Staff that under section 153.130 Off-Premise Signs only ground-mounted signs are currently allowed per the revised sign code dated 10/22/12; amend to allow for wall-mounted signs as well.

Attachment: Sign Code, Section 153.130 Off-Premise Signs

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zoning districts Unlighted Shall not impede traffic and shall not be located in any public ROW					or rental.
Property Signs for Properties abutting Highways Only permitted adjacent to ROW at least 150 feet wide. Permitted in all zoning districts Unlighted	Wall or Freestanding	1 sign per ROW frontage	32 sq. ft. and 8 ft. in height Property to be at least 2 acres.	No	Y To be removed w/in 30 days of sale.
Construction Signs Permitted in all zoning districts. Unlighted	Unspecified	1 each for each construction site.	Max. 24 sq. ft. Max. 8 ft. high	No	Y
Subdivision Signs	Freestanding	Up to 5 signs	100 sq. ft. aggregate total. 12 ft. in height maximum	Yes – Refer to Dewey-Humboldt Light Pollution for restrictions	Y 2-year duration. Requires a Use Permit thereafter.

§153.130 OFF-PREMISE SIGNS

Descriptions & Districts	Type	Number Permitted	Area & Height	Lighting Allowed?	Permit Required?
Off-Premise Signs	Ground-mounted, not to be constructed	Must be min. of 200 ft. of a residential zoning	Max. 160 sq. ft. Max. 20 ft. in height	Yes, illuminated sign shall be either	Y

	on more than three supports.	district.		internal or by external source per Dewey Light Pollution	
Temporary Off-Premise Signs for Community Events, Festivals & Similar Public	Banners or other temporary means of advertising.	Signs may be placed within or across a public ROW with the Town's authorization	Max. 48 sq. ft. Max. 8 ft. high	No	Y

§153.131 SIGN REGULATIONS FOR USE DISTRICTS (B)(C)

Descriptions & Districts	Type	Number Permitted	Area & Height	Lighting Allowed?	Permit Required?
Residential	Name Plate (a) <u>Historical Marker</u>	1	<u>Max. 15 sq. ft.</u> <u>Max. 16 ft. in clear height</u>	Yes - Refer to Dewey-Humboldt Light Pollution Code for restrictions	N
Multi-family (for more than four units - for less than four units see residential above)	Wall or Freestanding	1 per street frontage	Max. 16 sq. ft. Max. 10 ft. in height	Yes - Refer to Dewey-Humboldt Light Pollution Code for restrictions	Y
Subdivision	Monument	2	Max. 120 sq. ft. each, Max. 6 ft. in height	Yes - Refer to Dewey-	Y