

**TOWN COUNCIL OF DEWEY-HUMBOLDT  
REGULAR MEETING NOTICE**

**Tuesday, March 6, 2012, 6:30 P.M.**

**COUNCIL REGULAR MEETING  
2735 S. HWY 69**

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

## **AGENDA**

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. 38-431.03 (A) (3), which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. The Council meeting may be broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council 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.**

**2.2. Invocation.**

**3. Roll Call.** Town Council Members John Dibble, David Hiles, Dennis Repan, Denise Rogers Nancy Wright; Vice Mayor Mark McBrady; and Mayor Terry Nolan.

**4. Announcements Regarding Current Events, Guests, Appointments, and Proclamations.**

Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action.

**4.1. Yavapai County Emergency Management – Denny Foulk and Hugh Vallely.** To answer questions regarding 2011 Hazard Mitigation Plan.

**4.2. Interview and possible re-appointment of Andy Peters to Planning and Zoning Commission.**

**5. Town Manager’s Report.** Update on Current Events.

**6. Consent Agenda.**

**6.1. Minutes.** Minutes from the February 14, 2012 Special Study Session.

**7. Comments from the Public (on non-agendized items only).** The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council 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 Council. Individuals may address the Council on any issue within its jurisdiction. At the conclusion of Comments from the Public, Council members 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, Council members 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. A **3** minute per speaker limit may be imposed. The audience is asked to please be courteous and silent while others are speaking.

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**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. Discussion of Proposed Historical Society Museum Proposal.** Possible action/motion to be presented. [CM Repan and VM McBrady Requests]

**8.2. Town manager Report regarding costs for Bank Building (12925 E. Main Street, Humboldt) Negotiations.** Discussion and possible action/direction.

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

**9.1. Resolution 12-101 Yavapai County Emergency Management 2011 Hazard Mitigation Plan Adoption.** Discussion and possible action.

**9.2. NACOG Report.** [CM Wright request]

**9.3. Setting a Joint Meeting with Planning and Zoning to determine a priority list and direction.** Discussion and possible action.

**10. Public Hearing Agenda.**

**10.1. Sign Code Amendment.** Public Hearing, discussion and first reading of sign code amendment recommendation from the Planning and Zoning Commission.

**10.2. Mortimer Family Farm Use Permit.** Public Hearing, discussion and possible action on the Use Permit application.

**11. Executive Session.** Upon a public majority vote of the members constituting a quorum, the ***Council may hold an Executive Session that is not open to the public for the following purposes.*** When the Executive Session ends, Council may act on any matter considered in this Agenda.

**11.1. Call for Executive Session.** An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consultation of employment and salary of Todd Hamilton for the position of Public Works Operator.

**12. Return to Open Session.**

**12.1. Ratification of hiring Todd Hamilton for the Public Works Operator position.** Discussion and possible action.

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

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**13. Comments from the Public.** The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council 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 Council. Individuals may address the Council on any issue within its jurisdiction. At the conclusion of Comments from the Public, Council members 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, Council members 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.

**14. Adjourn.**

**For Your Information:**

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

Next Planning & Zoning Meeting: Thursday, March 8, 2012, at 6:00 p.m.

Next Town Council Work Session: Tuesday, March 13, 2012, at 2:00 p.m.

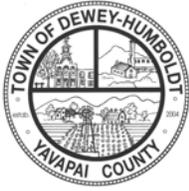
If you would like to receive Town Council agendas via email, please sign up at [AgendaList@dhaz.gov](mailto:AgendaList@dhaz.gov) and type Subscribe in the subject line, or call 928-632-7362 and speak with Judy Morgan, Town Clerk.

**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 \_\_\_\_\_, 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.

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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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**TOWN COUNCIL REGULAR MEETING**  
**March 6, 2012 – 6:30 Town Council Meeting Chambers**

**Agenda Item # 4.2.**

**To: Mayor and Town Council Members**

**From: Judy Morgan, Town Clerk**

**Date submitted: February 29, 2012**

**Agenda Item: Interview and possible re-appointment of Andy Peters to Planning and Zoning Commission.**

**Recommended action:** Interview and possible re-appointment of Andy Peters to the Planning and Zoning Advisory Commission.

**Summary:** Pursuant to Town Code 31.21 Planning and Zoning Advisory Commission *“Each member (of the P&Z) will be appointed to a four-year term, unless filling a vacancy...”*.

Three of the current Commissioners’ terms were due to expire January 2012, and at the January 3, 2012 Regular Council meeting two of those three Commissioners were re-appointed. The third commissioner, Andy Peters was not re-appointed at that meeting as Councilmember Wright requested that he appear before the Council for an interview.

The March 6<sup>th</sup> meeting is the first meeting that Mr. Peters has been available to attend, for his interview, since notification in January.

Dewey-Humboldt

November 5, 2007

NOV 05 2007

Received

Town of Dewey-Humboldt  
PO Box 69  
Humboldt, AZ 86329

Dear Mayor Goodwin:

Thank you for your recent letter suggesting that I consider serving on the Planning and Zoning Commission. The purpose of this letter is to indicate my interest in serving on the commission. Please consider me a candidate.

By way of background, I have a Masters degree in Electronic Engineering and have worked on Factory Automation computer design for the past 35 years. Most recently I worked for a consulting firm headquartered in Boston that deals with automation projects on a global basis. I also worked for some 10 years for the City of Philadelphia designing and operating Water and Wastewater control projects. I retired earlier this year.

I am interested in helping shape the future of our Town in line with the spirit of our citizens and within the context of the General Plan. My wife and I have lived in Dewey-Humboldt for some 3 years and find it a great place to live. I look forward to the Council's interview. Thank you.

Sincerely,



Andy Peters  
PO Box 878  
Humboldt, AZ 86329

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
SPECIAL STUDY SESSION MINUTES  
TUESDAY, FEBRUARY 14, 2012, 2:00 P.M.**

**A SPECIAL STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, FEBRUARY 14, 2012, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order.** The meeting was called to order at 2:00 p.m.

Mayor Nolan recessed the meeting at 2:01 p.m. to allow the Council and attendees to participate in the Historical Society's Arizona Statehood Centennial presentation for approximately 15 minutes.

Mayor Nolan reconvened the meeting at 2:24 p.m.

2. **Roll Call.**

**2.1. Town Council.** Town Council Members John Dibble, David Hiles, Dennis Repan, Denise Rogers Nancy Wright; and Mayor Terry Nolan were present. Vice Mayor Mark McBrady was absent.

3. **Study Agenda.** No legal action to be taken.

**3.1. ADOT Presentation/Update on the PARA Grant Transportation Plan.**

A presentation by Diane Kresich and Michael Grandy, with ADOT and Kimley-Horn was given (PowerPoint presentation included with packet). A public meeting will be held on February 28<sup>th</sup>, at 4:30 p.m., at the Dewey-Humboldt Town Library (Downstairs), for citizen's to provide feedback on the draft plan prior to the submittal of the final plan.

Public comment was taken on this item.

Jack Hamilton spoke on road improvements and imminent domain.

Jerry Brady spoke in support of the plan and sources for funding projects.

Grant Anderson spoke on this being a draft plan with details being developed at such time that the Town proceeds with the projects; and on bypass alternatives on the east side of Hwy 69.

Council will go through the Town Manager and Town Engineer with any change recommendations to the plan.

**3.2. Potentially Filling the Hearing Officer Vacancy with Town's Magistrate Judge.**

Discussion and possible direction on preparing an ordinance to amend town code, designating duties to the magistrate judge.

Town Manager Kimball gave an overview. There were questions regarding concerns with the possibility of creating a conflict of interest for the Judge, and the legalities of this arrangement.

Public comment was taken on this item.

Jerry Brady spoke in support of this arrangement.

Lydia Chapman spoke on the appeal process.

Councilmember Dibble made a motion to proceed with the determination on whether Hearing Officer duties can be assigned to the Magistrate Judge, seconded by Councilmember Hiles. The motion passed unanimously.

4. **Special Session.** Legal Action can be taken.

**4.1. Expenditure approval for Mayor.** Discussion and possible action on whether to allow the expenditure for the Mayor's attendance at an event in February.

Mayor Nolan gave an overview on the request to attend the "Funding Economic Development and Revitalization" workshop and the benefits to the town. There was discussion on who should attend this workshop and how it would be beneficial.

Public comment was taken on this item.

Jerry Brady spoke on the benefits of networking and coordinating with other agencies and how this workshop would benefit the town.

Lydia Chapman recommended the Mayor attend at his own cost and provide a report to Council.

Jack Hamilton spoke on staff attending this workshop or asking for the presented materials to be provided electronically.

No motions were made so Mayor Nolan moved on to the next agenda item.

**4.2. Discussion and possible direction to Staff or the Museum Subcommittee regarding the "Dewey-Humboldt Historical Society Proposed Questions for the Town Attorney Related to Providing Town Funds to a Non-Profit Organization" and the Historical Society's proposal requesting Town funding for purchase of a building, lease and "seed money" for the purpose of establishing and operating a museum.**

Mayor Nolan spoke on the Museum Subcommittee Chair agreeing to cancel this agenda item since he was absent. There was discussion on whether to cancel or discuss it anyway; and on the subcommittee not yet making a recommendation on the merits of this proposal and therefore a request for legal opinion being premature.

Public comment was taken on this item.

Jack Hamilton spoke on the need to have some questions answered by the attorney prior to a recommendation by the Subcommittee; and the procedure for obtaining that opinion through the Council.

Jerry Brady spoke on the gift clause and how it works for non-profits.

Councilmember Repan made a motion to postpone this agenda item, seconded by Councilmember Wright. The motion passed unanimously.

**4.3. Council Agenda Action Request Form: "Evaluation of Mayor's unauthorized expenditures and action for an appropriate amount of reimbursement". [Requested by CM Rogers for Lydia Chapman]**

Mayor Nolan recused himself from this item. As the Vice Mayor was absent, Mayor Nolan recommended Councilmember Wright chair the meeting on this item. He stepped down from the dais at 3:56 p.m.

Councilmember Wright chaired this agenda item. There was discussion on which expenditures the Council might want reimbursed; a previous opinion from the Town Attorney regarding the expenditures; and the prior decision by council to agendize what will be covered in the future and pay what is in the past.

Public comment was taken on this item.

Jerry Brady spoke on when the expenditures in question occurred (no Town Manager) and on reporting these expenditures to the IRS.

Councilmember Dibble made a motion to move on from this issue taking no formal action. The motion failed for lack of a second.

Councilmember Hiles made a motion to require the Mayor reimburse the town for two expenditures: \$9.69 for the Sundogs Press Release Mileage reimbursement; \$59.13 paid for Roving Dumpster Day Volunteers' lunch meals, seconded by Councilmember Wright. The motion passed by a 5-0 roll-call vote in favor, Mayor Nolan recusing himself and Vice Mayor McBrady being absent.

Mayor Nolan returned to the dais at 4:07 p.m.

**5. Comments from the Public.**

Jerry Brady raised a point of order regarding Open Meeting Law and problem with adverse proceedings when mentioning a person by name, such as the previous agenda item. He spoke on setting agendas for Executive Sessions.

Jack Hamilton spoke on the Council's authority whether or not to hold Executive Sessions, based on the ombudsman's opinion.

**6. Adjourn.**

The meeting was adjourned at 4:11 p.m.

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Terry Nolan, Mayor

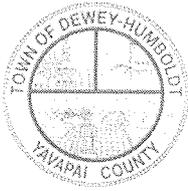
ATTEST:

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Judy Morgan, Town Clerk

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

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type:  Regular  Special  Work Session

Meeting Date: March 6, 2012

Date of Request: February 27, 2012

Type of Action:  Routine/Consent  Regular

Requesting:  Action  Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):

Discussion of proposed museum at the Bank Building  
on Main Street in Humboldt, Arizona

Purpose and Background Information (Detail of requested action):

Proposing to rent Bank building for one year for use  
as Historical Society Museum. This rent will be  
shared with Historical Society.

Staff Recommendation(s):

Budgeted Amount: To be discussed at town council meeting

List All Attachments:

Type of Presentation:

Special Equipment needed:  Laptop  Remote Microphone

Overhead Projector  Other:

Contact Person: Vice Mayor Mark McBrady

Note: Per Town Code §30.105(D): Any new item will be placed under "New Business" for the council to determine its disposition. It can be acted upon at that meeting, sent to staff for more work, sent to the appropriate board or commission, set for a work session or tabled for a future date, etc.



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**TOWN COUNCIL REGULAR SESSION MEETING**  
**March 6, 2012 – 6:30 pm Town Council Meeting Chambers**

**Agenda Item # 8.2**

**To: Mayor and Town Council Members**

**From: Yvonne Kimball, Town Manager**

**Date submitted: February 29, 2012**

**Agenda Item: Town Manager report regarding costs for the bank building (12925 E. Main St., Humboldt).** Discussion and possible action/direction.

**Recommended action:** Council direction.

**Summary:**

In response to the Historical Society's proposal, Council made the following motions in regards to the "bank" building at Feb. 21's regular meeting:

1. Get an appraisal to find out what the property is worth (to determine fair market value). Then there was discussion about putting down \$500 earnest money to start the negotiation process (appraisal and inspection), with a closing date after FY2013; look at whether it is a reasonable expenditure; putting this issue out to the citizens for a vote; writing a contract with a contingency.
2. The motion was amended to begin the negotiation with earnest money of \$500 to explore the idea of appraisal and inspection of the property.
3. Motion to submit this to the attorney to see if it is legal or not (to spend \$500 earnest money and appraisal costs) with the current budget; if the attorney says yes then proceed with the negotiation of the property, (then amended) and if attorney says it is legal, Council authorizes the transferring of funds within the budget.

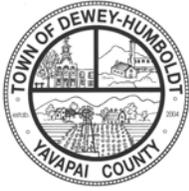
Subsequently, I studied the budget, the League's finance manual and other relevant materials, conferred with the Town's finance staff. I then consulted the town attorney and a couple of Arizona town managers. To recap the findings:

Without researching the Town's budget, the town attorney advised us of the stipulations of Arizona state law which states "no expenditures may be made for a purpose not authorized in the annual budget." As lawyers, they advise us "to follow the law and not make an expenditure that is not included in the budget". Additionally, the attorneys also clarified that \$500 is not "earnest money" per se. The intent is to purchase the option of having the property owner wait until July 1, 2012 (next fiscal year) to make the sale. Therefore, they recommend a simple "option agreement" whereby the Town pays \$500 and in return the owner agrees not to sell the property to another person for a specified period of time.

My discussion with others and research on the potential expenditures concluded that the question for you to decide is whether these expenditures were included in the budget or not.

If Council decides to proceed with those expenditures, considering them as an unforeseen but justifiable expenditures aligned with your existing expenditure categories, they can be made under the General Fund's Public Works Capital Engineering in the current budget: 10-430-5001 professional and technical (expenses). \$5427 was budgeted under this account.

If Council decides to move forward with the expenses, pursuant to the Town's purchasing policy, I would contact three commercial appraisers for quotations before agreeing to the service. Further, I would work with the attorney to prepare a written Option Agreement and obtain Council's approval prior to issuance of the money.



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**TOWN COUNCIL REGULAR SESSION MEETING**  
**March 6, 2012 – 6:30 pm Town Council Meeting Chambers**

**Agenda Item # 9.1 Resolution 12-101 Yavapai County Emergency Management 2011 Hazard Mitigation Plan Adoption.**

**To: Mayor and Town Council Members**  
**From: Yvonne Kimball, Town Manager**

**Date submitted:** February 28, 2012

**Agenda Item: Resolution 12-101 Yavapai County Emergency Management 2011 Hazard Mitigation Plan Adoption.** Discussion and possible action

**Recommended action:** Adoption of the plan.

**Summary:**

In 2009 – 2010, the Town participated in the 2006 Yavapai County Multi- Jurisdictional Hazard Mitigation Plan. However, the plans expired in 2011. The Federal Emergency Management Agency (FEMA) hence ordered the 2011 update. Yavapai County Office of Emergency Management worked with all municipalities on this update. Staff from the Office will be at the beginning of the meeting to answer your questions about the 2011 plan. A CD containing the entire plan was provided to all council members mid February. A copy of the plan is available for public inspection at the Town Clerk's office.

It is my understanding that the Town of Dewey Humboldt participated in a multi-jurisdictional effort with eleven neighboring jurisdictions to develop this plan. The purpose is to identify hazards that impact the various jurisdictions located within the county, assess the vulnerability and risk posed by those hazards to community-wide human and structural assets, develop strategies for mitigation of those identified hazards, present future maintenance procedures for the plan and document the planning processes.

I believe adoption of the 2011 plan is a FEMA mandatory requirement. I reviewed the plan, especially the text related to the town. I found it informative although some contact information can be updated. I also believe passage of the plan will better position us in the ranking of hazard mitigation related grant funds. The resolution to adopt the plan was reviewed by the Town Attorney. Therefore, I recommend the Council approve the plan through passing Resolution 12-101.

**RESOLUTION NO. 12-101**

**A RESOLUTION OF THE DEWEY-HUMBOLDT TOWN COUNCIL ADOPTING THE YAVAPAI MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN 2011**

WHEREAS, the Town of Dewey-Humboldt would like to adopt the 2011 update of the Yavapai County Multi-Jurisdictional Mitigation Plan (“Plan”) to meet the requirements of the Disaster Mitigation Act of 2000 (“DMA2K”); and

WHEREAS, Town of Dewey-Humboldt has experienced damage from natural and human caused hazards such as flooding, land/mudslides, severe wind, wildfire, and winterstorms, possibly resulting in damage and/or loss of property and life, economic hardship and threats to public health and safety; and

WHEREAS, the Plan has been drafted pursuant to Federal requirements, having been developed with research and work done by the Town of Dewey-Humboldt in association with the Yavapai Multi-Jurisdictional Planning Team, for the reduction of hazard risk to the community; and

WHEREAS, the primary purpose of the Plan is to identify hazards that affect the Town of Dewey-Humboldt, assess the vulnerability and risk posed by those hazards to community-wide human and structural assets, developing strategies for mitigation of those identified hazards, present future maintenance procedures for the Plan, and document the planning process, and

WHEREAS, the Plan recommends several hazard mitigation actions or projects that will provide mitigation for specific hazards that affect the Town of Dewey-Humboldt, in order to protect people and property from loss associated with those hazards; and

WHEREAS, upon approval of the Plan and approval from the Arizona Division of Emergency Management and the Federal Emergency Management Agency, the Town of Dewey-Humboldt will be eligible to apply for federal mitigation grant funding.

APPROVED AND ADOPTED in open session of the Dewey-Humboldt Town Council on this 6th day of March, 2012.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk

To: Town Manager & Council

From: CM Nancy Wright

Subj: NACOG Meeting February 23, 2012

I attended the NACOG meeting in Flagstaff on February 23.

1. The Executive Committee reported that they will be setting up open house meetings and orientation meetings to familiarize new members and update old members on the various programs NACOG has.

Ken Sweet, former head of NACOG, retired and was replaced by Chris Fetzer.

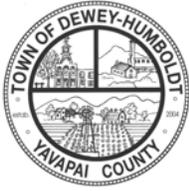
2. Jesse Rodriguez gave a report on Head Start. They are looking at a possible .73% COLA for personnel. Head Start has 300 staff members and they serve 1,800 children at 26 sites in 29 school districts. One of the current challenges faced by HS is the turnover rate. The current economy has caused many families to relocate and HS is required to fill the vacancy within 30 days. Another challenge is the fear of uncertainty both on the parent's side—will the agency continue to be funded and on the staff side—will we lose our jobs.

NACOG members asked that next meeting a report be given on what the impact would be on all parties if there were no Head Start Program. The general consensus was that it was a good program but people needed information so they could tell what would happen if it were cut.

3. Teri Drew presented an update from the Economic Development Council one of which was the Final Comprehensive Economic Development Strategy District Projects, Goals and Priorities for 2011-2012. This plan was approved by the members of NACOG and is a list of projects that are eligible for funding. Dewey-Humboldt has the opportunity for funding in three out of the ten categories.
  - The first is under Physical Infrastructure which is the acquisition, development, design and engineering, construction, rehabilitation, alteration, expansion or improvement of public works projects that serve the public including related machinery and equipment. For D-H it would be for 1) Design and Engineering, Construction Expansion of Roads and 2) Purchasing Machinery and Equipment.
  - The second is under Transportation that is defined as improving and promoting the use of many modes of transport including roadways, bicycles, walking, rails, and other transit.
  - The final category is Basic community Services and Amenities that includes parks and recreation, availability of local services provided by both the government and the private sector to enrich the community. For D-H this is to include the development of Parks and Recreation Equipment.

Ms. Drew is able to give technical advice to the town on the projects but cannot write the proposal as it would be a conflict of interest for her.

4. Chris Fetzler gave a report from the Transportation Policy Advisory Committee (TPAC). Again the transportation bill is stalled in Congress. At his last report over 300 amendments had been added to the bill with the result that it has not been able to come out of committee. Some feel they will have to start over again. On the state side, the governor's budget again raids HURF funds but though the legislature continues to state they won't do any more sweeps of the funds, the primary bills HB 2852 and SB 1523 do just that by redirecting \$120 million of Highway User Revenue (HURF) and State Highway Fund (SHF) revenues to DPS operations. Again the Rural Transportation Advocacy Council is urging legislators to oppose the DPS and MVD funding provisions that would raid these funds.
5. Mary Beals Luedtka, director of NACOG's Area Agency on Aging presented the first offerings for a reauthorization of the Older American's Act. An interesting fact she presented was that 10,000 people turn 65 years of age each day
6. Susan Joy gave a report on the Social Service Block Grant (SSBG) FY2013 Allocations. Because of the loss of population in Arizona the amount received for the NACOG region will be reduced by 3.6% to \$375,589. Of this amount \$116,433 is allocated to Yavapai County.
7. Tom Hansen presented an Audit Committee Report. This year there were only two minor issues that have already been corrected.
8. The new State Director of the Bureau of Land Management, Ray Suazo, gave a presentation. He oversees 12 million surface acres and 17 million subsurface acres. His goal is to balance conservation with use. Current projects are renewable energy and emphasis is on looking at viable projects, border issues—safety, security and resource protection. The BLM supports recreational shooting, hunting and fishing and looks for a balanced approach. There were many calls to streamline the NEPA process and talks are being held at the national level.



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**TOWN COUNCIL REGULAR MEETING**

**March 6, 2012 – 6:30 pm Town Council Meeting Chambers**

**Agenda Item #9.3.**

**To:** Mayor and Town Council-members

**From:** Gregory Arrington, Code Enforcement/Community Outreach Coordinator

**Date submitted:** February 27, 2012

**Agenda Item: Setting a Joint Meeting with Planning and Zoning Advisory Commission to determine priority list and direction.** Discussion and possible action.

**Recommended action:** Schedule a joint meeting with P&Z.

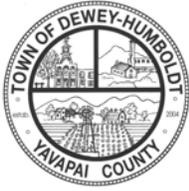
**Summary:**

At the regular Planning and Zoning Advisory Commission meeting on February 9, 2012, staff was directed to schedule a joint meeting with the Council to discuss the “Priority List” and future agenda items.

At last year’s February 22, 2011, Town Council meeting, the Council developed a priority list, which they sent to Planning and Zoning. The items are:

1. Medical Marijuana
2. Sign Code
3. Commercial License/permit waiver
4. Commercial Design Review

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**TOWN COUNCIL REGULAR MEETING**  
**March 6, 2012 – 6:30 pm Town Council Meeting Chambers**

**Agenda Item #10.1.**

**To:** Mayor and Town Council-members

**From:** Gregory Arrington, Code Enforcement/Community Outreach Coordinator

**Date submitted:** February 27, 2012

**Agenda Item: Public Hearing. Sign Code Text Amendments.**

**Recommended action:** Council's first reading of sign code amendment. Review changes, discussion and possible action.

**Summary:**

On December 8, 2011 the Planning and Zoning Advisory Commission approved text amendments to Town Code Sections 153.125 through 153.138.

Attached is the original code language and Planning & Zoning Commission's recommended amendments to the sign code.

### Marginal Markings

Solid vertical lines in the margin within the body of the code indicates a technical change from the requirements of this edition. Deletion indicators in the form of an arrow (➡) are provided in the margin where an entire section, paragraph, exception or table has been deleted or an item in a list of items or table has been deleted.

### DEWEY-HUMBOLDT SIGN CODE

#### §153.112 PURPOSE.

- (A) “The purpose of the Dewey-Humboldt Sign Code is to provide freedom and flexibility for the design, construction and maintenance of signs that are in harmony with the values and character of this country community—to preserve aesthetics, maintain property values protect the general public from damage or injury caused by distractions/hazards/obstructions which result from improperly designed or located signs and insuring that the Constitutionally guaranteed right of free speech is protected.”
- (B) The following subchapter shall be known and cited as the Town of Dewey-Humboldt Sign Code.

#### §153.126 DEFINITIONS.

**AWNING:** A shelter or cover projecting from and supported by an exterior wall of a building.

**BANNER:** A temporary sign composed of lightweight material, enclosed or not enclosed in a rigid frame, secured or mounted so as to allow movement of the sign.

**CANOPY:** Same as awning.

**CHANGEABLE COPY:** A sign on which copy is changed electronically or manually.

**COMMERCIAL COMPLEX, OFFICE, OR INDUSTRIAL:** One or more parcels occupied by more than two commercial use tenants. Typically, the aggregate area of the buildings is 10,000 sq. ft. or more.

**COMPREHENSIVE SIGN PLAN:** A coordinated program of all signs, including exempt and temporary signs for a business, or businesses if applicable, located on a development site, The sign program shall include, but not be limited to indications of the locations, dimensions, and sign types of all signs to be located on a site.

**ERECT:** To build, construct, alter, repair, display, relocate, attach, hand, place, suspend, affix, or maintain any sign including the painting of exterior wall signs.

**FRONTAGE:** The length of the property line of a premise along a public right-of-way.

**GROUND LEVEL:** The average ground elevation within 10 feet measured horizontally of the sign base.

**LOGO:** A symbol, graphic, trademark or emblem associated with or representing a specific entity, product or concept.

**RELIGIOUS SYMBOLS:** Works of art as signs which convey compelling ideas or ideals such as, but not limited to, a Christian cross, Star of David, Crescent and Star, fish (ICITHUS), or statuary depicting (for example) a nativity scene.

**SIGN, ABANDONED:** A permanent sign which is no longer safe or no longer serves its intended purpose.

**SIGN, CANOPY:** Any sign erected directly upon or suspended from a canopy (awning).

**SIGN, CONSTRUCTION:** A non-permanent sign identifying the persons, firms or business directly connected with a construction project.

**SIGN, DIRECTIONAL:** A sign commonly associated with and limited to information and directions necessary and convenient for persons coming on the property, including sign marking entrances, parking areas, one-way drives, restrooms, pick-up and delivery areas and the like.

**SIGN, DIRECTORY:** Any sign listing the names, use or location of the businesses or activities conducted within a building or group of buildings.

**SIGN FREESTANDING:** A sign which is erected on its own self-supporting permanent structure, not attached to a building.

**SIGN, GOVERNMENTAL:** A sign erected and maintained pursuant to and in discharge of any governmental function or required by a law or ordinance or governmental regulations.

**SIGN, IDENTIFICATION:** Any sign identifying by name, message or symbol a business, residence, occupant activity, institution, establishment, operation, merchandise, product or service available at the property at which the sign is displayed.

**SIGN, INFORMATIONAL:** A sign clearly intended for informational (instructional) purposes shall not be included in the permitted sum of the sign area of identification wall signs, provided such sign is not larger than necessary to serve the intended instructional purpose, and such sign is not in a location, nor includes design characteristics, that constitute or serve the purposes of an identification sign.

**SIGN, ILLUMINATED:** A sign with an artificial light source incorporated internally or externally.

**SIGN, MANSARD:** A sign mounted on a mansard façade.

**SIGN, MENU BOARD:** A variable-message sign that allows a retailer to list products and prices (for example, the bill of fare for a fast-food restaurant).

**SIGN, NONCONFORMING:** Any sign which is not allowed under this Code but when first constructed was lawful and currently does not jeopardize public safety.

**SIGN, NUMBER OF FACES ON:**

(1) **Single-faced:** If a sign has copy on one side-only or if the interior angle between the two sign faces is greater than 45 degrees, it shall be considered one face; the area of will be considered to be the sum of both sides.

(2) **Double-face:**

(a) If the angle between the two sign faces is less than 45 degrees, the sign shall be considered double-faced; the sign area will be the area of one face only.

(b) If two sign faces are attached to a structure with a thickness exceeding 36 inches, then the sign area will be the sum of both faces.

(3) **Multi-faced:** Any sign containing more than two sides. The area shall be the area of the largest side plus the area of any other side whose interior angle with any other side exceeds 45 degrees.

**SIGN, OFF-PREMISES including BILLBOARD ADVERTISING:** A sign advertising a business, place, activity, goods, services or products on a different property from where the sign is located.

**SIGN, ON PREMISES:** A sign advertising a business, place, activity, goods, services or products on the same property on which the sign is located.

**SIGN, PERMANENT:** A sign with an expected useful life of 6 months or more.

**SIGN, POLITICAL:** A temporary sign announcing or supporting political candidates or issues connected with any national, state or local election.

**SIGN, PORTABLE:** A sign designed or constructed in such a manner that it can be moved or relocated without involving any structural or support changes.

**SIGN, PROJECTING:** Any sign attached to a building or other structure and extending in whole or in part more than 12 inches beyond the building, shall be considered "freestanding" signs with reference to square footage allowances.

**SIGN, READER PANEL:** A sign on which copy is changed manually or electronically. Reader boards typically display time, temperature, dates or messages.

**SIGN, PROPERTY:** A sign pertaining to the sale or lease of the premises, or a portion of the premises on which the sign is located.

**SIGN, ROOF:** Any sign erected upon the roof of any building or which is partially or totally supported by the roof or roof structure of the building.

**SIGN, TEMPORARY:** Any sign intended to remain in use for a period of time which is 6 months or less.

**SIGN, UNDER-CANOPY:** A sign suspended beneath a canopy, ceiling, roof, or marquee shall be considered a “freestanding” sign with reference to square-footage allowances.

**SIGN, WALL:** A sign fastened to or painted on the wall of a building in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign and which does not project more than 12 inches from the building.

**SIGN, WINDOW:** A sign that is applied or attached to the interior of a window or is located within three feet of the interior of the window and which can be seen from the exterior of the structure, and which is non-electric in nature.

**STANDARD:** A post embedded in the ground on which a sign is mounted.

## §153.127 GENERAL PROVISIONS

Except as may be further restricted in specific zones, all permitted signs shall be subject to the following:

- (A) No sign shall be audible and/or suspended by balloons.
- (B) Lighted beacons, searchlights or similar lights, are prohibited (see *Dark Sky*, Town Code Sections §150.150 – 150.153).
- (C) No sign may encroach on or overhang an adjacent property, public right-of-way, including any utility right-of-way or easements. No sign shall be attached to a utility pole, light standard, bridge or other fixture in the public right-of-way.
- (D) No sign shall be painted directly on or affixed to any natural object in its natural location.
- (E) No sign shall exceed 30 feet in height.
- (F) No sign shall be located as to obstruct or interfere with any official traffic signs and/or devices or in such a manner as to obstruct a driver's view of any oncoming, merging or intersecting traffic.
- (G) Signs may be painted directly onto vertical structural surfaces.
- (H) Signs that are not permitted in a residential zone shall not be placed closer than 20 feet of any residentially zoned lot.
- (I) New signs exceeding 6 sq. ft. in area or exceeding eight feet in height shall follow the permitting requirements specified under sign permits, in §153.138. Relocation or substantial reconstruction, i.e., costing more than 50% of the present value of a sign, shall be considered a new sign for building permit purposes.
- (J) Signs located within the triangular area on a corner lot formed by measuring 30 feet along both street lines from their intersection or at the intersection of a public street and a private street or driveway, shall maintain a maximum three-foot top height or minimum eight-foot bottom height and contain a maximum of two supports with a maximum 12-inch diameter each (see accompanying diagram Figure 13).

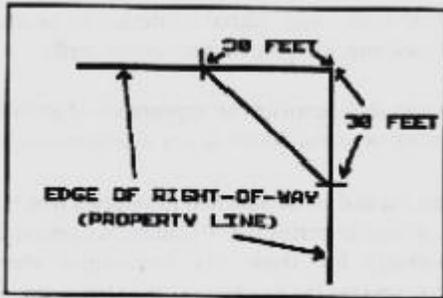


Figure 13

- (K) All freestanding signs will comply with § 153.076 (i.e., one foot setback for each foot n height shall be required).
- (L) The square footage of a sign made up of letters, words, or symbols within a frame or border shall be determined from the outside edge of the frame or boarder itself. The square footage of a sign composed only of letters, words or symbols shall be determined from imaginary straight lines drawn around the entire copy or grouping of such letters words or symbols. Only those portions of the construction elements that are an integral part of the sign itself shall be considered in the allocation of square footage allowed.
- (M) Signs deemed dangerous, abandoned or in substantial violation of this Sign Code by the Zoning Administrator, shall require correction within 30 days of official notification, or the Town may remove the sign in accordance with State Law ARS §9-462.02(C).

**§153.128 EXEMPT SIGNS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>Official Notices Authorized by a court, public body or public safety official</b>		No Limit	No Limit	N
<b>Directional, Warning or Informational Signs Authorized by federal, state, county or municipal government</b>	Wall or ground-mounted standard	No Limit	No Limit	N
<b>Commemorative and/or Symbols and Plaques</b>	Wall or Monument			N
<b>Flags , Emblems and Posters</b>				N
<b>Religious Symbols</b>	➡			N
<b>Signs Located within Structures</b>	Window Signs (i)			N
<b>Political Signs, Residential</b> ➡	Wall or ground-mounted standard	No Limit. Install 60 days prior to election- Remove w/in -15 days of last day of vote casting	10 Sq. Ft. Max.	N
<b>Political Signs, Commercial / Industrial</b> ➡	Wall or ground-mounted standard	No Limit. Install 60 days prior to election- Remove w/in 15 days of last day of vote casting	32 Sq. Ft. Max.	N

**§153.129 SPECIAL PURPOSE SIGNS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<p><b>On-Premise Directional or Informational Signs</b></p> <p><b>Permitted in all zoning districts.</b></p> 	<p>Wall or Ground-mounted standard which can be dbl. sided.</p>	<p>1 per sign for each building entrance and exit from a parking area.</p>	<p>4 sq. ft., 8 ft. in height</p>	<p>Y</p>
<p><b>Off-Premise Directional Signs</b></p> <p><b>Hospitals, Clinics, Law Enforcement facilities and subdivisions.</b></p> <p><b>Permitted for tourist and recreational-related businesses.</b></p> <p><b>Located at the arterial highway and / or intersection of roads that access the business.</b></p>	<p>Wall or Ground-mounted standard which can be dbl. sided.</p> <p>Ground-mounted standard where more than one collocated business is located.</p>	<p>Limited to no more than 3 signs per business or service.</p> <p>Limit 1</p>	<p>4 sq. ft., 8 ft. in height</p> <p>6 sq. ft., 8 ft. in height limited in context to a symbol description of the business or service.</p>	<p>Y</p> <p>1 off-premise sign permit is required for each sign</p> <p>Y</p>

**§153.129 SPECIAL PURPOSE SIGNS (CONT'D)**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<p><b>Temporary On-Site Residential “For Sale,” “For Rent,” and “Open House”</b></p> <p><b>Permitted in all zoning districts</b></p> <p><b>Unlighted</b></p> <p><b>Shall not impede traffic and shall not be located in any public ROW</b></p>	<p>Wall or Freestanding</p>	<p>1 each – on each street frontage.</p>	<p>6 sq. ft. 6 ft. in height</p>	<p>N</p> <p>To be removed w/in 30 days of sale or rental.</p>
<p><b>Temporary On-Site “For Sale” Signs for larger Properties abutting Highways</b></p> <p><b>ROW to be at least 150 feet wide</b></p> <p><b>Permitted in all zoning districts</b></p> <p><b>Unlighted</b></p>	<p>Wall or Freestanding</p>	<p>1 sign per ROW frontage</p>	<p>32 sq. ft. and 8 ft. in height</p> <p>Property to be at least 2 acres.</p>	<p>Y</p> <p>To be removed w/in 30 days of sale.</p>

**§153.129 SPECIAL PURPOSE SIGNS (CONT'D)**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<p><b>Temporary Off-site Residential "For Sale" Signs.</b></p> <p><b>Permitted in all zoning districts.</b></p> <p><b>Unlighted</b></p>	<p>Wall or Freestanding</p>	<p>No property may host more than 3 off-site "for sale" signs.</p>	<p>Each off-site "for sale" sign shall not exceed 3 sq. ft. and does not exceed 5 ft. in height except within a 30-foot triangular area of a corner lot as regulated in Sec 153.127(K) and is not within the public right-of-way. Any off-site "for sale" sign within the 30-foot triangular area may not exceed 3 ft. in height.</p>	<p>N</p> <p>To be removed w/in 30 days of sale.</p>
<p><b>Construction Signs</b></p> <p><b>Permitted in all zoning districts.</b></p> <p><b>Unlighted</b></p>	<p>Unspecified</p>	<p>1 each for each construction site.</p>	<p>Maximum area shall not exceed 40 sq. ft.</p>	<p>Y</p>
<p><b>Subdivision Signs, For the Sale of Lots (including the sale of condominiums and rental of apartments).</b></p> <p><b>➔</b></p>	<p>Freestanding</p>	<p>Up to 5 signs</p>	<p>100 sq. ft. aggregate total.</p> <p>12 ft. in height maximum</p>	<p>Y</p> <p>2-year duration. Requires a Use Permit thereafter.</p> <p>Apartment complexes may display directional signs for one year subsequent to the completion of construction subject to obtaining temp. sign permits.</p>

**§153.129 SPECIAL PURPOSE SIGNS (CONT'D)**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>Office Complexes, Shopping Centers and Industrial Centers, For Rent or Lease.</b>	Wall or Freestanding (g)	1 Freestanding 2 Wall	100 sq. ft. aggregate total.  Freestanding signs shall not exceed 8 ft. in height	Y Temporary sign status can be maintained for 1 year subsequent to completion.
<b>Self-Service Storage Facility.</b>	Wall or Freestanding (g)	1 sign for each property line abutting a street ROW.	40 sq. ft. each.  15 ft. in height maximum	Y

**§153.130 OFF-PREMISE SIGNS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<p><b>Off-Premise Signs</b></p> <p><b>Other than directional or temporary real estate signs.</b></p> <p><b>Permitted only in C3, M1 &amp; M2.</b></p>	<p>Ground-mounted, not to be constructed on more than three supports.</p> <p>Lighting shall be either internal or by indirect source per Town Code Sections §153.150-153</p>	<p>Must be min. of 1,000 ft. from advertised property and not within 1,500 ft. of an existing off-site sign or within 200 ft. of a residential zoning district.</p>	<p>Each sign 160 sq. ft. max. 20 ft. in height max.</p>	<p>Y</p>
<p><b>Temporary Off-Premise Signs</b></p> <p><b>Community Events, Festivals &amp; Similar Public Gatherings of a not-for-profit nature.</b></p> <p><b>Permitted only in C2, C3, M1 &amp; M2.</b></p>	<p>Banners or other temporary means of advertising.</p>	<p>Signs may be placed within or across a public ROW with the Town’s authorization but shall be limited to one entrance to the Town from a State Hwy.</p>	<p>To comply with General Provisions and those of each zoning district.</p>	<p>Y</p> <p>One temporary off-premise sign permit is required for each sign.</p>

**§153.131 SIGN REGULATIONS FOR USE DISTRICTS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>R1-L, RMM, R1, R2, Residential</b>				
<b>Residential Dwelling</b>	Name Plate (a.)	1	4 sq. ft., 8 ft. in height	N
<b>Multi-family</b>	Wall or Freestanding (g)	1 per street frontage	16 sq. f, 10 ft. in height	Y
<b>Subdivision</b>	Monument	2	20 sq. ft. each, 6 ft. in height	Y
<b>School, Place of Worship</b>	Wall or Freestanding which can be dbl. sided (b, d, e, f, h, m1.)	1 total , 2 if more than 5 ac. & frontage on two roads	24 sq. ft., 10 ft. in height	Y

**§153.132 SIGN REGULATIONS FOR USE DISTRICTS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<p><b>C1, Neighborhood Commercial</b></p>	<p>Wall (c, d, e, f, h)</p>	<p>Varies</p>	<p>Aggregate area on any one property shall not exceed 1 sq. ft. per lin. ft. of street frontage except that the total need not be &lt; 24 sq. ft. or &gt; 96 sq. ft.</p> <p>The allowed aggregate sign area less the combined areas of the freestanding and portable signs.</p>	<p>Y</p>
	<p>Freestanding (g)</p>	<p>1</p>	<p>The sign area shall be &gt; 1/3 of the aggregate area but not &lt; 16 sq. ft. and may be dbl. sided, No more than 12 ft. in height.</p>	<p>Y</p>
	<p>Portable</p>	<p>1</p>	<p>6 sq. ft. &amp; dbl. sided, no more than 4 ft. in height, The area of this sign shall be included in the total aggregate area.</p>	<p>Y</p>

**§153.133 SIGN REGULATIONS FOR USE DISTRICTS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<p><b>C2, General Sales &amp; Services Commercial</b></p>	<p>Wall (c, d, e, f, h, n)</p>	<p>Varies</p>	<p>Aggregate area on any one property shall not exceed 1 sq. ft. per lin. ft. of street frontage except that the total need not be &lt; than 24 sq. ft. or &gt; 128 sq. ft.</p> <p>The allowed aggregate sign area less the combined areas of the freestanding and portable signs.</p>	<p>Y</p>
	<p>Freestanding (g), (m2)</p>	<p>1</p>	<p>The area of the sign shall not exceed one half of the aggregate area but not be less than 24 sq. ft. and may be dbl. sided. No more than 15 ft. in height.</p>	<p>Y</p>
	<p>Window (i, j)</p>	<p>Varies with number of windows</p>	<p>6 sq. ft. &amp; dbl. sided, no more than 4 ft. in height, The area of this sign shall be included in the total aggregate area.</p>	<p>N</p>
	<p>Portable</p>	<p>1</p>	<p>6 sq. ft. &amp; dbl. sided, no more than 4 ft. in height, The area of this sign shall be included in the total aggregate area.</p>	<p>N</p>
	<p>Off-Premises</p>	<p>1 per entrance</p>	<p>Banners or other temporary means of advertising for purposes of identifying community events.</p>	<p>N</p>

**§153.134 SIGN REGULATIONS FOR USE DISTRICTS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<p><b>C3, M1, M2, Commercial &amp; Industrial</b></p>	<p>Wall (c, d, e, f, h)</p>	<p>Varies</p>	<p>Aggregate area on any one property shall not exceed 1- sq. ft. per lin. ft. of street frontage except that the total need not be less than 60 sq. ft. or more than 160 sq. ft.</p> <p>The allowed aggregate sign area less the combined areas of the freestanding and portable signs.</p>	<p>Y</p>
	<p>Freestanding (g, m2)</p>	<p>1</p>	<p>The area of the sign shall not exceed one half of the aggregate area but not be less than 24 sq. ft. and may be dbl. sided, No more than 15 ft. in height except if located at interstate freeway interchanges where the height may not exceed 30 feet.</p>	<p>Y</p>
	<p>Window (i, j)</p>	<p>Varies with number of windows</p>	<p>Max. Area + 160 sq. ft. Max. Height = 20 feet. (See. §153.130)</p>	<p>N</p>
	<p>Off-Premise</p>	<p>Varies</p> <p>1 per entrance to community from highway. May be placed within or across ROW with authorization</p>	<p>Banners or other temporary means of advertising for purposes of identifying community events etc.</p>	<p>Y</p> <p>No Fee</p>

**§153.135 SIGN REGULATIONS FOR USE DISTRICTS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>PUD &amp; PAD</b>			Use criteria from the district that most closely approximates the approved uses	

**§153.137 SIGN REGULATIONS FOR USE DISTRICTS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<b>Office Complexes Commercial and Industrial Centers</b>	Wall-mounted or Under Canopy	1 per business	Aggregate area of all signs pertaining to one business shall not exceed 32 sq. ft. However, if the width of the building adjacent to the street frontage measures more than 40 lin. ft. then the aggregate of one face of all such signs may be increased in area at the rate of one sq. ft. for each foot of building frontage in excess of 40 lin. ft. The total of all signs for each business may not exceed 48 sq. ft.  When two businesses share a common entrance they shall be considered one business for sign computation purposes.  Under Canopy 6 sq. ft. max.	Y
	Freestanding Center Identification only	1 per each street frontage, 2 per frontage if more than 200 lin. ft. All such signs shall be at least 100 lin. ft. apart	Per sign: 32 sq. ft. max. No more than 12 ft. in height. Not counted in aggregate areas	Y
	Directory Signs Wall-mounted or on free-standing monument sign standards	1 per each business	Per sign: one sq. ft. max. No more than 6 ft. in height. Not counted in aggregate areas	Y

## Applicable Foot Notes:

- (a) A name plate sign identifying the occupant, occupant's profession or title and the address of the dwelling.
- (b) May be indirectly illuminated by one light bulb or fluorescent tube not exceeding 150 watts.
- (c) Wall-mounted or under architectural projection.
- (d) Attached signs shall not extend horizontally a distance greater than fifty percent of the width of the building wall on which it is displayed, except for buildings containing multiple occupancies.
- (e) Attached signs shall be on the occupants building only.
- (f) The abstract ratio of a wall-mounted sign cannot exceed 2:1.
- (g) Freestanding pole signs are not permitted unless the support member is concealed by a decorative enclosure.
- (h) Wall mounted signs must use back-lighted sign panels, individual letters or a painted plaque.
- (i) Awning signs shall only be allowed on the ground floor of a building.
- (j) A Comprehensive Sign Permit shall be required for signs on upper level stories of buildings exceeding two stories.
- (k) Reader Panel Signs:
  1. Churches may use up to one-half of the allowed freestanding sign area for a reader panel which shall display manually changeable copy only.
  2. Gasoline service stations may use up to one-half of the allowed freestanding sign area for a reader panel only to identify the current price of fuel being sold. The maximum sign area used for the reader panel shall be 24 square feet which shall display manually changeable copy only.
  3. Theaters:
    - a. One wall, fascia, mansard, or parapet sign may contain a reader panel.
    - b. The area of the reader panel shall not exceed 75 square feet or the maximum wall sign area otherwise allowed, whichever is less and shall display manually changeable copy only.
    - c. The reader panel shall be used exclusively for the purpose of identifying entertainment, motion pictures, or special events which occur on the premises.
- (l) Menu Boards for Drive-Thru Restaurants:
  1. One menu board is allowed per business. Such signs may be free-standing or wall-mounted.
  2. The maximum aggregate area for a menu board shall not exceed 45 square feet.
  3. The maximum sign height shall not exceed six feet for free-standing signs.
  4. The sign should be located so as to not be readable from the public right-of-way.

## §153.138 SIGN PERMITS

(A) *Permit required.* A sign permit shall be secured from the Town Development Services Department prior to the erection, relocation, construction, installation or substantial reconstruction (including painting or enlarging a painted sign on the surface of a permitted structure) or any non-exempt sign exceeding six square feet in area, or higher than eight feet above grade at the sign, regardless of value.

(B) *Fees.*

(1) Per Appendix A, Fees, Town Code Chapter 153 Zoning Regulations.

(2) The sign permit fees established in division (B)(1) above shall be double in the event that the erection, relocation, construction, installation or substantial reconstruction of any sign is begun prior to the issuance of a sign permit.

(C) *Sign permit application.* Each application for a sign permit shall be made at the Town Hall on the appropriate form(s) and shall contain at a minimum the following information:

(1) Assessor's parcel number identifying the property;

(2) Street address, if any, legal description of the property, and dimensions thereof. In the case of a metes and bounds parcel (a parcel that is not part of a recorded subdivision), a copy of the recorded legal description must be submitted with the application;

(3) Nature of the proposed use of the sign and premises;

(4) Type of sign and materials used, methods of support, freestanding or other;

(5) Estimated true value of sign and associated structural supports;

(6) Dimensions of sign panel as well as bottom and top heights above grade;

(7) Type, placement and strength of illumination, if any;

(8) Number and orientations of faces of sign (aerial-view sketch, if necessary, to depict faces and orientation);

(9) A (signed) plot plan showing the following:

(a) Shape and dimensions of lot boundaries, adjacent street right-of-way, driveway, buildings (existing and proposed);

(b) North designation; and

- (c) Location of sign (s) on property (indicate type).
- (10) A (signed) elevation view, with dimensions and approximate copy ad design, of the sign(s) faces;
- (11) Such other information as the Zoning Administrator may require for the purpose of determining whether the application complies with the subchapter requirements;
- (12) Name, address and phone number of property owner and agent, if any; and
- (13) Signature of applicant or agent.

(D) *Pre-existing signs.* Legal conforming signs and legal nonconforming signs existing prior to the effective date of this subchapter, shall be permitted to continue subject to general provisions regarding the removal of dangerous or abandoned signs and off-premises signs of this code, regarding obsolescence and abandonment. Continuation shall include the right to repaint or change the message or copy on the sign, provided the size and height is not increased and provided the sign is not converted from on-premises to off-premises use. Changes of ownership and/or business name shall not in and of itself alter the right of continued use of a sign. {see § 153.127 (L)}

(E) *Signs not requiring permits.* Signs not requiring permits by virtue of their height and size must nevertheless comply with all other requirements and restrictions of this code.

(F) *Temporary sign permits.* Signs with a limited duration of use, such as those provided in §§ 153.129, 153.130, and 153.133 shall obtain a temporary sign permit. The requirements and criteria for such signs are as follows:

- (1) A temporary sign permit is specifically required for community special event banners and signs, signs advertising the forthcoming construction of a building, exceptions granted administratively for grand openings, and one-time events.
- (2) Temporary sign permits shall be issued for no more than one year. An extension of a temporary sign permit shall be made the subject of an application for a use permit.
- (3) Temporary signs shall conform to all other requirements of this code.
- (4) The fee for a temporary sign permit shall be the same as a permanent sign permit, except as otherwise noted.



**DEWEY-HUMBOLDT SIGN CODE**

**§153.112 PURPOSE.**

(A) "The purpose of the Dewey-Humboldt Sign Code is to provide freedom and flexibility for the design, construction and maintenance of signs that are in harmony with the values, ~~aesthetics~~, and character of ~~the this~~ country community ~~while to preserve aesthetics, maintain property values protect the general public from damage or injury caused by distractions/hazards/obstructions which result from improperly designed or located signs and insuring that the Constitutionally guaranteed right of free speech is protected.~~ ~~preserving public safety and welfare, as well as the rights and privileges of property owners."~~

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(B) The following subchapter shall be known and cited as the Town of Dewey-Humboldt Sign Code.

**§153.126 DEFINITIONS.**

**AWNING:** A shelter or cover projecting from and supported by an exterior wall of a building.

**BANNER:** A temporary sign composed of lightweight material, enclosed or not enclosed in a rigid frame, secured or mounted so as to allow movement of the sign.

**CANOPY:** Same as awning.

**CHANGEABLE COPY:** ~~A sign such as an electronically controlled public service time, temperature, and date signs, message centers or reader boards where different copy changes are shown; or a~~ A sign on which copy is changed electronically or manually.

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**COMMERCIAL COMPLEX, OFFICE, OR INDUSTRIAL:** One or more parcels occupied by more than two commercial use tenants. Typically, the aggregate area of the buildings is 10,000 sq. ft. or more.

~~**COMPREHENSIVE SIGN PLAN:** A coordinated program of all signs, including exempt and temporary signs for a business, or businesses if applicable, located on a development site. The sign program shall include, but not be limited to indications of the locations, dimensions, and sign types of all signs to be located on a site.~~

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**ERECT:** To build, construct, alter, repair, display, relocate, attach, hand, place, suspend, affix, or maintain any sign including the painting of exterior wall signs.

~~**FARM STAND:** A facility from which agricultural or nursery products produced on the premises where the facility is located are offered for retail sale.~~

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**FRONTAGE:** The length of the property line of a premise along a public right-of-way.

**GROUND LEVEL:** The average ground elevation within 10 feet measured horizontally of the sign base.

**LOGO:** A symbol, graphic, trademark or emblem associated with or representing a specific entity, product or concept.

**RELIGIOUS SYMBOLS:** Works of art as signs which convey compelling ideas or ideals such as, but not limited to, a Christian cross, Star of David, Crescent and Star, fish (ICITHUS), or statuary depicting (for example) a nativity scene.

**SIGN, ABANDONED:** A permanent sign which ~~is no longer safe or for a period of 90 days has not been maintained~~ or no longer serves its intended purpose.

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**SIGN, CANOPY:** Any sign erected directly upon or suspended from a canopy (awning).

**SIGN, CONSTRUCTION:** A non-permanent sign identifying the persons, firms or business directly connected with a construction project

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**SIGN, DIRECTIONAL:** A sign commonly associated with and limited to information and directions necessary and convenient for persons coming on the property, including sign marking entrances, parking areas, one-way drives, restrooms, pick-up and delivery areas and the like.

**SIGN, DIRECTORY:** Any sign listing the names, use or location of the businesses or activities conducted within a building or group of buildings.

**SIGN FREESTANDING:** A sign which is erected on its own self-supporting permanent structure, -not attached to a building.

**SIGN, GOVERNMENTAL:** A sign erected and maintained pursuant to and in discharge of any governmental function or required by a law or ordinance or governmental regulations.

**SIGN, IDENTIFICATION:** Any sign identifying by name, message or symbol a business, residence, occupant activity, institution, establishment, operation, merchandise, product or service available at the property at which the sign is displayed.

**SIGN, INFORMATIONAL,** A sign clearly intended for informational (instructional) purposes shall not be included in the permitted sum of the sign area of identification wall signs, provided such sign is not larger than necessary to serv the intended instructional purpose, and such sign is not in a location, nor includes design characteristics, that constitute or serve the purposes of an identification sign.

**SIGN, ILLUMINATED:** A sign with an artificial light source incorporated internally or externally.

**SIGN, MANSARD:** A sign mounted on a mansard façade.

**SIGN, MENU BOARD:** A variable-message sign that allows a retailer to list products and prices (for example, the bill of fare for a fast-food restaurant).

**SIGN, NONCONFORMING:** Any sign which is not allowed under this Code but when first constructed was lawful and currently does not jeopardize public safety.

**SIGN, NUMBER OF FACES ON:**

- (1) **Single-faced:** If a sign has copy on one side-only or if the interior angle between the two sign faces is greater than 45 degrees, it shall be considered one face; the area of will be considered to be the sum of both sides.
- (2) **Double-face:**
  - (a) If the angle between the two sign faces is less than 45 degrees, the sign shall be considered double-faced; the sign area will be the area of one face only.
  - (b) If two sign faces are attached to a structure with a thickness exceeding 36 inches, then the sign area will be the sum of both faces.
- (3) **Multi-faced:** Any sign containing more than two sides. The area shall be the area of the largest side plus the area of any other side whose interior angle with any other side exceeds 45 degrees.

**SIGN, OFF-PREMISES including (BILLBOARD ADVERTISING):** A sign advertising a business, place, activity, goods, services or products on a different property from where the sign is located.

**SIGN, ON PREMISES:** A sign advertising a business, place, activity, goods, services or products on the same property on which the sign is located.

**SIGN, PERMANENT:** A sign with an expected useful life of 6 month or more, for which a permit has been issued pursuant to the provisions of this Article for the period stated in the permit.

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**SIGN, POLITICAL:** A temporary sign announcing or supporting political candidates or issues connected with any national, state or local election.

**SIGN, PORTABLE:** A sign designed or constructed in such a manner that it can be moved or relocated without involving any structural or support changes.

**SIGN, PROJECTING:** Any sign attached to a building or other structure and extending in whole or in part more than 12 inches beyond the building, shall be considered “freestanding” signs with reference to square footage allowances.

**SIGN, READER PANEL:** A sign on which copy is changed manually or electronically. Reader boards ~~may typically~~ display time, temperature, dates or messages.

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**SIGN, REAL ESTATE PROPERTY FOR SALE:** A sign pertaining to the sale or lease of the premises, or a portion of the premises on which the sign is located.

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**SIGN, ROOF:** Any sign erected upon the roof of any building or which is partially or totally supported by the roof or roof structure of the building.

**SIGN, TEMPORARY:** Any sign intended to remain in use for a short period of time which is 6 months or less, ~~not permanently installed.~~

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**SIGN, UNDER-CANOPY:** A sign suspended beneath a canopy, ceiling, roof, or marquee shall be considered a “freestanding” sign with reference to square-footage allowances.

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**SIGN, WALL:** A sign fastened to or painted on the wall of a building in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign and which does not project more than 12 inches from the building.

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**SIGN, WINDOW:** A sign that is applied or attached to the interior of a window or is located within three feet of the interior of the window and which can be seen from the exterior of the structure, and which is non-electric in nature.

**STANDARD:** A post embedded in the ground on which a sign is mounted.

## §153.127 GENERAL PROVISIONS

Except as may be further restricted in specific zones, all permitted signs shall be subject to the following:

(A) No sign shall ~~rotate, move, spin,~~ be audible and/or ~~animated including electronic messaging signage and/or~~ suspended by balloons.

~~1. An exception to the above shall be a grand opening or location change to a bona fide permitted business and shall be permitted for seven consecutive days and shall require a temporary permit.~~

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(B) Lighted beacons, searchlights or similar lights, are prohibited (see *Dark Sky*, Town Code Sections §150.150 – 150.153).

(C) No sign may encroach on or overhang an adjacent property, public right-of-way, including any utility right-of-way or easements. No sign shall be attached to a utility pole, light standard, bridge or other fixture in the public right-of-way.

(D) No sign shall be painted directly on or affixed to any natural object in its natural location.

(E) No sign shall exceed 30 feet in height.

(F) No sign shall be located as to obstruct or interfere with any official traffic signs and/or devices or in such a manner as to obstruct a driver's view of any oncoming, merging or intersecting traffic.

~~(G) No sign shall display any statement, symbol or picture of an obscene nature.~~

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(H) Signs may be painted directly onto vertical structural surfaces.

(I) Signs that are not permitted in a residential zone shall not be placed closer than 20 feet of any residentially zoned lot.

(J) New signs exceeding 6 sq. ft. in area or exceeding eight feet in height shall follow the permitting requirements specified under sign permits, in §153.138. Relocation or substantial reconstruction, i.e., costing more than 50% of the present value of a sign, shall be considered a new sign for building permit purposes.

(K) Signs located within the triangular area on a corner lot formed by measuring 30 feet along both street lines from their intersection or at the intersection of a public street and a private street or driveway, shall maintain a maximum three-foot top height or minimum eight-foot bottom height and contain a maximum of two supports with a maximum 12-inch diameter each (see accompanying diagram Figure 13).

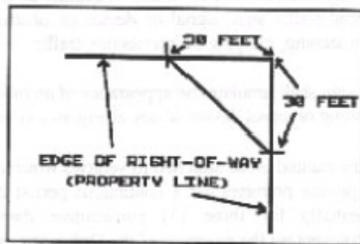


Figure 13

(L) All freestanding signs will comply with § 153.076 (i.e., one foot setback for each foot in height shall be required).

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(M) The square footage of a sign made up of letters, words, or symbols within a frame or border shall be determined from the outside edge of the frame or boarder itself. The square footage of a sign composed only of letters, words or symbols shall be determined from imaginary straight lines drawn around the entire copy or grouping of such letters words or symbols. Only those portions of the construction elements that are an intrigal part of the sign itself shall be considered in the allocation of square footage allowed.

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(N) Signs deemed dangerous, abandoned or in substantial violation of this Sign Code by the Zoning Administrator, shall require correction within 30 days of official notification, or the Town may remove the sign in accordance with State Law ARS §9-462.02(C).

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§153.128 EXEMPT SIGNS

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
Official Notices Authorized by a court, public body or public safety official		No Limit	No Limit	N
Directional, Warning or Informational Signs Authorized by federal, state, county or municipal government	Wall or ground-mounted standard	No Limit	No Limit	N
Commemorative and/or Symbols and Plaques	Wall or Monument			N
Flags, Emblems and Posters				N
Religious Symbols	Attached to a place of worship. Nonverbal Unlighted			N
Signs Located within Structures	Window Signs (i)			N
Political Signs, Residential	Wall or ground-mounted standard	No Limit. Install 60 days prior to election- Remove w/in <del>10-15</del> days of last day of vote casting	10 Sq. Ft. Max.	N
<del>Not in ROW</del>				
Political Signs, Commercial / Industrial	Wall or ground-mounted standard	No Limit. Install 60 days prior to election- Remove w/in <del>10</del> 15 days of last day of vote casting	32 Sq. Ft. Max.	N
<del>Not in ROW</del>				

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**§153.129 SPECIAL PURPOSE SIGNS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>On-Premise Directional or Informational Signs</b>  <b>Permitted in all zoning districts.</b>  <del><b>Shall not contain advertising copy.</b></del>	Wall or Ground-mounted standard which can be dbl. sided.	1 per sign for each building entrance and exit from a parking area.	4 sq. ft., 8 ft. in height	Y
<b>Off-Premise Directional Signs Hospitals, Clinics, Law Enforcement facilities and subdivisions.</b>  <b>Permitted for tourist and recreational-related businesses. Located at the arterial highway and / or intersection of roads that access the business.</b>	Wall or Ground-mounted standard which can be dbl. sided.        Ground-mounted standard where more than one collocated business is located.	Limited to no more than 3 signs per business or service.       Limit 1	4 sq. ft., 8 ft. in height       6 sq. ft., 8 ft. in height limited in context to a symbol description of the business or service.	Y       1 off-premise sign permit is required for each sign       Y

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**§153.129 SPECIAL PURPOSE SIGNS (CONT'D)**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<p><b>Temporary On-Site Residential "For Sale," "For Rent," and "Open House"</b></p> <p>Permitted in all zoning districts</p> <p>Unlighted</p> <p>Shall not impede traffic and shall not be located in any public ROW</p>	<p>Wall or Freestanding</p>	<p>1 each – on each street frontage.</p>	<p>6 sq. ft. 6 ft. in height</p>	<p>N</p> <p>To be removed w/in 30 days of sale or rental.</p>
<p><b>Temporary On-Site "For Sale" Signs for larger Properties abutting Highways</b></p> <p>ROW to be at least 150 feet wide</p> <p>Permitted in all zoning districts</p> <p>Unlighted</p>	<p>Wall or Freestanding</p>	<p>1 sign per ROW frontage</p>	<p>32 sq. ft. and 8 ft. in height Property to be at least 2 acres.</p>	<p>Y</p> <p>To be removed w/in 30 days of sale.</p>

**§153.129 SPECIAL PURPOSE SIGNS (CONT'D)**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<p><b>Temporary Off-site Residential "For Sale" Signs.</b></p> <p><b>Permitted in all zoning districts.</b></p> <p><b>Unlighted</b></p>	Wall or Freestanding	No property may host more than 3 off-site "for sale" signs.	Each off-site "for sale" sign shall not exceed 3 sq. ft. and does not exceed 5 ft. in height except within a 30-foot triangular area of a corner lot as regulated in Sec 153.127(K) and is not within the public right-of-way. Any off-site "for sale" sign within the 30-foot triangular area may not exceed 3 ft. in height.	N To be removed w/in 30 days of sale.
<p><b>Construction Signs</b></p> <p><b>Permitted in all zoning districts.</b></p> <p><b>Unlighted</b></p>	Unspecified	1 each for each construction site.	Maximum area shall not exceed 40 sq. ft.	Y
<p><b>Subdivision Signs, For the Sale of Lots (including the sale of condominiums and rental of apartments).</b></p> <p><del>Subdivisions and condominiums must be platted.</del></p>	Freestanding	Up to 5 signs	100 sq. ft. aggregate total.  12 ft. in height maximum	Y 2-year duration. Requires a Use Permit thereafter.
				<p><del>Apartment complexes may display directional signs for one year subsequent to the completion of construction subject to obtaining temp. sign permits.</del></p>

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**§153.129 SPECIAL PURPOSE SIGNS (CONT'D)**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>Office Complexes, Shopping Centers and Industrial Centers, For Rent or Lease.</b>	Wall or Freestanding (g)	1 Freestanding 2 Wall	100 sq. ft. aggregate total.  Freestanding signs shall not exceed 8 ft. in height	Y  Temporary sign status can be maintained for 1 year subsequent to completion.
<b>Self-Service Storage Facility.</b>	Wall or Freestanding (g)	1 sign for each property line abutting a street ROW.	40 sq. ft. each.  15 ft. in height maximum	Y

**§153.130 OFF-PREMISE SIGNS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<p><b>Off-Premise Signs</b></p> <p><b>Other than directional or temporary real estate signs.</b></p> <p><b>Permitted only in C3, M1 &amp; M2.</b></p>	<p>Ground-mounted, not to be constructed on more than three supports.</p> <p>Lighting shall be either internal or by indirect source per Town Code Sections §153.150-153</p>	<p>Must be min. of 1,000 ft. from advertised property and not within 1,500 ft. of an existing off-site sign or within 200 ft. of a residential zoning district.</p>	<p>Each sign 160 sq. ft. max. 20 ft. in height max.</p>	<p>Y</p>
<p><b>Temporary Off-Premise Signs</b></p> <p><b>Community Events, Festivals &amp; Similar Public Gatherings of a not-for-profit nature.</b></p> <p><b>Permitted only in C2, C3, M1 &amp; M2.</b></p>	<p>Banners or other temporary means of advertising.</p>	<p>Signs may be placed within or across a public ROW with the Town's authorization but shall be limited to one entrance to the Town from a State Hwy.</p>	<p>To comply with General Provisions and those of each zoning district.</p>	<p>Y</p> <p>One temporary off-premise sign permit is required for each sign.</p>

**§153.131 SIGN REGULATIONS FOR USE DISTRICTS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>R1-L, RMM, R1, R2, Residential</b>				
<b>Residential Dwelling</b>	Name Plate (a.)	1	4 sq. ft., 8 ft. in height	N
<b>Multi-family</b>	Wall or Freestanding (g)	1 per street frontage	16 sq. f, 10 ft. in height	Y
<b>Subdivision</b>	Monument	2	20 sq. ft. each, 6 ft. in height	Y
<b>School, Place of Worship</b>	Wall or Freestanding which can be dbl. sided (b,d,e,f,h,m1.)	1 total , 2 if more than 5 ac. & frontage on two roads	24 sq. ft., 10 ft. in height	Y

**§153.132 SIGN REGULATIONS FOR USE DISTRICTS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<b>C1, Neighborhood Commercial</b>	Wall (c,d,e,f,h)	Varies	Aggregate area on any one property shall not exceed 1 sq. ft. per lin. ft. of street frontage except that the total need not be < 24 sq. ft. or > 96 sq. ft.  The allowed aggregate sign area less the combined areas of the freestanding and portable signs.	Y
	Freestanding (g)	1	The sign area shall be > 1/3 of the aggregate area but not < 16 sq. ft. and may be dbl. sided, No more than 12 ft. in height.	Y
	Portable	1	6 sq. ft. & dbl. sided, no more than 4 ft. in height, The area of this sign shall be included in the total aggregate area.	Y

**§153.133 SIGN REGULATIONS FOR USE DISTRICTS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<b>C2, General Sales &amp; Services Commercial</b>			Aggregate area on any one property shall not exceed 1 sq. ft. per lin. ft. of street frontage except that the total need not be < than 24 sq. ft. or > 128 sq. ft.	
	Wall (c,d,e,f,h,n)	Varies	The allowed aggregate sign area less the combined areas of the freestanding and portable signs.	Y
	Freestanding (g), (m2)	1	The area of the sign shall not exceed one half of the aggregate area but not be less than 24 sq. ft. and may be dbl. sided. No more than 15 ft. in height.	Y
	Window (i,j)	Varies with number of windows		N
	Portable	1	6 sq. ft. & dbl. sided, no more than 4 ft. in height, The area of this sign shall be included in the total aggregate area.	N
Off-Premises	1 per entrance	Banners or other temporary means of advertising for purposes of identifying community events.	N	

**§153.134 SIGN REGULATIONS FOR USE DISTRICTS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
C3, M1, M2, Commercial & Industrial	Wall (c,d,e,f,h,)	Varies	Aggregate area on any one property shall not exceed 1- sq. ft. per lin. ft. of street frontage except that the total need not be less than 60 sq. ft. or more than 160 sq. ft.	Y
	Freestanding (g, m2)	1	The area of the sign shall not exceed one half of the aggregate area but not be less than 24 sq. ft. and may be dbl. sided, No more than 15 ft. in height except if located at interstate freeway interchanges where the height may not exceed 30 feet.	Y
	Window (i,j)	Varies with number of windows		N
	Off-Premise	Varies	Max. Area + 160 sq. ft. Max. Height = 20 feet. (See. <del>Sec.</del> §153.130)	Y
		1 per entrance to community from highway. May be placed within or across ROW with authorization	Banners or other temporary means of advertising for purposes of identifying community events etc.	Y No Fee

**§153.135 SIGN REGULATIONS FOR USE DISTRICTS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>PUD &amp; PAD</b>			Use criteria from the district that most closely approximates the approved uses	

**§153.137 SIGN REGULATIONS FOR USE DISTRICTS**

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
<b>Office Complexes Commercial and Industrial Centers</b>	Wall-mounted or Under Canopy	1 per business	Aggregate area of all signs pertaining to one business shall not exceed 32 sq. ft. However, if the width of the building adjacent to the street frontage measures more than 40 lin. ft. then the aggregate of one face of all such signs may be increased in area at the rate of one sq. ft. for each foot of building frontage in excess of 40 lin. ft. The total of all signs for each business may not exceed 48 sq. ft.  When two businesses share a common entrance they shall be considered one business for sign computation purposes.	Y
	Freestanding Center Identification only	1 per each street frontage, 2 per frontage if more than 200 lin. ft. All such signs shall be at least 100 lin. ft. apart	Under Canopy 6 sq. ft. max.  Per sign: 32 sq. ft. max. No more than 12 ft. in height. Not counted in aggregate areas	Y
	Directory Signs Wall-mounted or on free-standing monument sign standards	1 per each business	Per sign: one sq. ft. max. No more than 6 ft. in height. Not counted in aggregate areas	Y

**Applicable Foot Notes:**

- (a) A name plate sign identifying the occupant, occupant's profession or title and the address of the dwelling.
- (b) May be indirectly illuminated by one light bulb or fluorescent tube not exceeding 150 watts.
- (c) Wall-mounted or under architectural projection.
- (d) Attached signs shall not extend horizontally a distance greater than fifty percent of the width of the building wall on which it is displayed, except for buildings containing multiple occupancies.
- (e) Attached signs shall be on the occupants building only.
- (f) The abstract ratio of a wall-mounted sign cannot exceed 2:1.
- (g) Freestanding pole signs are not permitted unless the support member is concealed by a decorative enclosure.
- (h) Wall mounted signs must use back-lighted sign panels, individual letters or a painted plaque. ~~Canned signs are not permitted.~~
- ~~(i) **Maximum of 30 percent window coverage is allowed, 70 percent of the window must be able to be seen through.**~~
- ~~(j)(i)~~ Awning signs shall only be allowed on the ground floor of a building.
- ~~(k)(i)~~ A Comprehensive Sign Permit shall be required for signs on upper level stories of buildings exceeding two stories.
- ~~(l)(k)~~ Reader Panel Signs:
  - 1. Churches may use up to one-half of the allowed freestanding sign area for a reader panel which shall display manually changeable copy only.
  - 2. Gasoline service stations may use up to one-half of the allowed freestanding sign area for a reader panel only to identify the current price of fuel being sold. The maximum sign area used for the reader panel shall be 24 square feet which shall display manually changeable copy only.
  - 3. Theaters:
    - a. One wall, fascia, mansard, or parapet sign may contain a reader panel.
    - b. The area of the reader panel shall not exceed 75 square feet or the maximum wall sign area otherwise allowed, whichever is less and shall display manually changeable copy only.
    - c. The reader panel shall be used exclusively for the purpose of identifying entertainment, motion pictures, or special events which occur on the premises.
- ~~(m)(l)~~ Menu Boards for Drive-Thru Restaurants:
  - 1. One menu board is allowed per business. Such signs may be free-standing or wall-mounted.
  - 2. The maximum aggregate area for a menu board shall not exceed 45 square feet.
  - 3. The maximum sign height shall not exceed six feet for free-standing signs.
  - 4. The sign should be located so as to not be readable from the public right-of-way.

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**§153.138 SIGN PERMITS**

(A) *Permit required.* A sign permit shall be secured from the Town Development Services Department prior to the erection, relocation, construction, installation or substantial reconstruction (including painting or enlarging a painted sign on the surface of a permitted structure) ~~of or~~ any non-exempt sign exceeding six square feet in area, or higher than eight feet above grade at the sign, regardless of value.

(B) *Fees.*

(1) Per Appendix A, Fees, Town Code Chapter 153 Zoning Regulations.

(2) The sign permit fees established in division (B)(1) above shall be double in the event that the erection, relocation, construction, installation or substantial reconstruction of any sign is begun prior to the issuance of a sign permit.

(C) *Sign permit application.* Each application for a sign permit shall be made at the Town Hall on the appropriate form(s) and shall contain at a minimum the following information:

(1) Assessor's parcel number identifying the property;

(2) Street address, if any, legal description of the property, and dimensions thereof. In the case of a metes and bounds parcel (a parcel that is not part of a recorded subdivision), a copy of the recorded legal description must be submitted with the application;

(3) ~~Copy to be placed on the sign(s);~~

(4) Nature of the proposed use of the sign and premises;

(5) Type of sign and materials used, methods of support, freestanding or other;

(6) Estimated true value of sign and associated structural supports;

(7) Dimensions of sign panel as well as bottom and top heights above grade;

(8) Type, placement and strength of illumination, if any;

(9) Number and orientations of faces of sign (aerial-view sketch, if necessary, to depict faces and orientation);

(10) A (signed) plot plan showing the following:

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- (a) Shape and dimensions of lot boundaries, adjacent street right-of-way, driveway, buildings (existing and proposed);
  - (b) North designation; and
  - (c) Location of sign (s) on property (indicate type).
- (11) A (signed) elevation view, with dimensions and approximate copy ad design, of the sign(s) faces;
  - (12) Such other information as the Zoning Administrator may require for the purpose of determining whether the application complies with the subchapter requirements;
  - (13) Name, address and phone number of property owner and agent, if any; and
  - (14) Signature of applicant or agent.

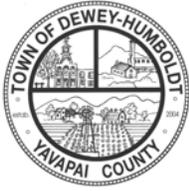
(D) *Pre-existing signs.* Legal conforming signs and legal nonconforming signs existing prior to the effective date of this subchapter, shall be permitted to continue subject to general provisions regarding the removal of dangerous or abandoned signs and off-premises signs of this code, regarding obsolescence and abandonment. Continuation shall include the right to repaint or change the message or copy on the sign, provided the size and height is not increased and provided the sign is not converted from on-premises to off-premises use. Changes of ownership and/or business name shall not in and of itself alter the right of continued use of a sign. [{see § 153.127 \(L\)}](#)

(E) *Signs not requiring permits.* Signs not requiring permits by virtue of their height and size must nevertheless comply with all other requirements and restrictions of this code.

(F) *Temporary sign permits.* Signs with a limited duration of use, such as those provided in §§ 153.129, 153.130, and 153.133 shall obtain a temporary sign permit. The requirements and criteria for such signs are as follows:

- (1) A temporary sign permit is specifically required for community special event banners and signs, signs advertising the forthcoming construction of a building, exceptions granted administratively for grand openings, and one-time events.
- (2) Temporary sign permits shall be issued for no more than one year. An extension of a temporary sign permit shall be made the subject of an application for a use permit.
- (3) Temporary signs shall conform to all other requirements of this code.
- (4) The fee for a temporary sign permit shall be the same as a permanent sign permit, except as otherwise noted.

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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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**TOWN COUNCIL REGULAR MEETING**  
**March 6, 2012 – 6:30 pm Town Council Meeting Chambers**

**Agenda Item #10.2.**

**To:** Mayor and Town Council-members

**From:** Gregory Arrington, Code Enforcement/Community Outreach Coordinator

**Date submitted:** February 27, 2012

**Agenda Item: Public Hearing for Mortimer Family Farms Use Permit**

**Recommended action:** Move to approve Application for a Conditional Use Permit.

**Summary:**

On January 5, 2012 the Planning and Zoning Advisory Commission approved an Application for a Conditional Use Permit by Mortimer Family Farms for Outdoor Garden Center and Seasonal Festivals.

Subsequently, Staff received comments from a citizen (Ms. Tammy De Witt). Below are the concerns and staff's responses to those concerns:

1. Does the applicant have water rights for farming activities? I met with ADWR and was informed that all authority over water rights in our area are regulated by ADWR. Therefore, the town of Dewey-Humboldt does not have authority over this issue. Further, according to ADWR, farming activities are allowed at the subject property. ADWR would be glad to attend a future council meeting if needed.
2. What is the time frame: Town Code, Section 153.091 states that if the use or uses for which a use permit has been granted are discontinued for a continuous period of 12 months, the use permit shall be voided. Therefore, staff advised Mortimer Farm that the permits would be good for one year initially with council's approval.
3. Would Mortimer Farm need a permit for each individual event that occurs? Council and P&Z's pleasure. Town code 153.091 Use Permits regulates that "Use permits for temporary special events such as festivals, seasonal agricultural events, farmers markets, parades, carnivals and other community activities may be administratively granted subject to meeting all conditions and criteria of this section, and subject to compliance with regulatory codes for safety and health, and are of a temporary limited duration appropriate to the activity.
4. Is Greenhouse an allowed structure? Town Code states that "permittees must obtain building permits within one year from permit date and diligently pursue completion. Failure of such shall void the use permit unless a longer time frame has been granted or an extension of time has been applied for with the zoning administrator prior to the expiration of the one-year period.
5. Does Mortimer Farm's signage exceed the Maximum signage allowed? The town code 153.133 states that the aggregated sign area of one property shall not exceed an area of one square foot for each linear foot of street frontage adjoining the property to which it pertains, except that the total area need not be less than 24 square feet, and in no case shall the area exceed 128 square feet. Mortimer Farm's signage is within allowed range.

# Mortimer Family Farms

12907 E. State Route 169

Dewey, AZ 86327

928-830-1116

Dennis Price  
Town of Dewey Humboldt  
PO Box 69  
Humboldt, AZ 86329  
928-632-7362

Dear Dennis,

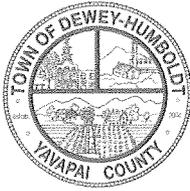
Enclosed is a check for the Use Permit Application. After last night's meeting we are requesting an extension till September 23, 2011 to be able to provide you a completed application.

Enclosed you will see the letter and mailing list sent out for the Citizen Participation Plan. This letter was sent out in July by Mike Nathe. We have also enclosed the letter sent to the counsel in May of our plans for the farm.

Thank you for your assistance in working thru this process. We appreciate working with you on this application.

Sincerely,

Gary & Sharla Mortimer  
Mortimer Family Farms  
928-925-8721



CONDITIONAL USE PERMIT APPLICATION

Dewey-Humboldt SEP 07 2011 Received

Pre-Application Number: \_\_\_\_\_ Conditional Use Permit Number UP2011-#1

Please Type or Print Clearly		
Project Location/Address: 12970 E. Route 169 Dewey, AZ 86327		
Major Cross Streets: Hwy 69 + 169		
Assessor's Parcel Number: 402 02-013		
Existing Zoning: C2	Existing General Plan Designation:	
Project Description: Mortimer Family farms		
Property Owner:		
Property Owner's Signature: <i>[Signature]</i>		
Applicant: Gary + Sharla Mortimer	Phone No. 928-925-8721	
Company: Mortimer Family farms	Fax No. 928-776-7618	
Address: 3166 willow Creek	E-mail: Sharla@mortimer-nursery.com	
City: Prescott	State: AZ	Zip: 86301

Will a waiver from Design Standards be requested? Yes  No

Describe the nature of and reason supporting the request:  
See Attached:

Submit this form with a completed Use Permit Checklist and required materials

# Mortimer Family Farms

12907 E. State Route 169  
Dewey, AZ 86327  
928-830-1116

## **Citizen Participation Plan**

A letter was sent out to all neighboring property owners regarding our use application. This letter included a formal notification of our intention to file a municipal application for a use permit. We invited all addressees to come by with any questions or concerns. We have had many neighbors come by offering their support and excitement of our farm and store reopening. I am including a copy of the letter we sent out. The public response has been overwhelmingly positive.

## **Pre-Application Meeting**

The responses received at the pre-application meeting were positive. The only concerns were in regards to parking, restroom facilities, and the store building. We have designated a handicapped parking area. We have added handicapped portable restrooms. The existing building upgrades and will be addressed in the future through the building planning and permitting process. Yavapai County Flood Control District was not concerned with flooding and felt there were no additional requirements at this time.

We are working with the property owners to design and install a restroom facility. We are also working assessing the electrical and plumbing needs required to rehabilitate the "Country Store". We will be working with the City of Dewey-Humboldt and Yavapai County to determine what steps need to be taken in order to restore this unique building where we plan to have a gift shop with specialty food items and fresh produce.

## **Project description/narrative**

Attached letter provided to Dewey-Humboldt Town Council Dated June 2011.

Mortimer Nursery is located on the north east end of the commercial property as an outdoor garden center offering trees, shrubs, flowers, vegetables and garden supplies. We also have landscape materials of mulch, soil and rock available. We will also offer fresh fruits and vegetables as they are harvested. During the peak harvest season we will set up tents and tables for sufficient sales space.

The "Hidden Oasis" park on the east side of the property is available for weddings, family reunions and other business or social gatherings. This secluded area overlooks the Agua Fria River under a beautiful canopy of shade trees.

We have made an agreement to allow livestock dog training on the agriculture property. This will include livestock, herding trials, and dog agility training.

As a regular part of our business operation we will be hosting special events. Large events requiring a special use permit will be submitted to the Town of Dewey-Humboldt. Small events not requiring a special use permit will be scheduled and a flier will be forwarded to the Town of Dewey-Humboldt. The frequency of these events will be based upon attendance, volume of community requests and wants, organizational time, safety and availability of resources. Our goal would be to host family events monthly –

# Mortimer Family Farms

12907 E. State Route 169  
Dewey, AZ 86327  
928-830-1116

creating an environment where all can come to enjoy the beauty of the farm in a safe and secure setting. These events will be held at Mortimer Family Farms in the front parking lot vicinity (Hwy 69 & Hwy 169). Events could include: Sweet Corn Harvest Celebration, Pumpkin Festival, Christmas Music Celebration, Spring Planting Extravaganza, etc. We will also host community organization events such as: Agua Fria Festival, Patriot Country Fair, Yavapai Jazz Festival, Car Shows, Tractor Pulls, etc.

Further future commercial projects will be coordinated with Yavapai Land Holdings LLC and be presented to the Town of Dewey-Humboldt for usage, approval and permits according to their development plans.

## **Waiver of Rights and Claims for Diminution in Value**

Attached form signed by Yavapai Land Holdings, LLC

## **Signage**

Mortimer Family Farms is requesting the following signs:

- 2 sided Barn Sign 8x24' located on Highway 69
- 2 sided Store Sign 4x8' located on Highway 169
- 2 sided Reinke Sign 5x7' located on Highway 169
- 2 sided Event Sign 7x11' located on corner of Highway 169 & 69
- Miscellaneous banners to promote upcoming events and store specials

## **Waiver from Design Standards**

We ask the support of the town in recognizing we will be developing this property as we go and as business revenue dictates necessary.

- Open air sales & business promotions to be held onsite.
- Outdoor storage of materials.
- Paved Parking Lot: We intend to install two finished handicapped parking spaces. We request a waiver of any additional paved parking spaces.
- To be able to build 400 sq feet building or less (equal to the Residential Zoning Code) without a permit.
- Permission to use tents and other temporary accommodations for seasonal needs such as fall harvest sales, spring planting promotions, etc.
- Design style to include agricultural style. The goal is to capture the look and feel of a farm operation.
- Landscape requirements
- Use of generators and portable restroom facilities.
- Waive special events permit requirements for weddings, tours, 4H events, field trips and other small events.
- Other activities to include Mini park and play area, Hiking trail, Corn Maze

# MORTIMER FAMILY FARMS

Gary & Sharla Mortimer

Thursday June 2, 2011

Dewey-Humboldt  
P.O. Box 69  
2735 South Highway 69 Suite 12  
Humboldt Station, Humboldt, AZ 86329  
Phone 928-632-7362 | Fax 928-632-7365

Dear Mayor, City Council & Town Staff,

The Mortimer family has been in the Prescott area since 1987 when we opened Mortimer Nursery and Landscape Co. In 2003 we purchased Ash Creek Ranch on highway 169 where we live with our four children. We love the area and are pleased to be a part of this rural community.

We have successfully built Mortimer Nursery and Landscape Company in Prescott with a lot of perseverance and hard work. We fully intend to bring this same work ethic and quality to Mortimer Family Farms.

Our immediate goal for Mortimer Family Farms is to get the farm fields into production, planting summer vegetables, sweet corn, pumpkins, and hay. The clean-up of this property has taken an enormous effort and will continue.

We have also made an agreement to allow livestock dog training on the property. This will include livestock, herding trials, and dog agility training on part of the farm.

We have opened Mortimer Nursery on the north east end of the commercial property as an outdoor garden center offering trees, shrubs, flowers, vegetables and garden supplies. We also have landscape materials of mulch, soil and rock available. As vegetables are harvested they will be sold at this location. During the peak harvest season we will set up tents and tables for sufficient sales space.

The "Hidden Oasis" park on the east side of the property is available for weddings, family reunions and other business or social gatherings. This secluded area overlooks the Agua Fria River under a beautiful canopy of shade trees.

We are currently assessing the electrical and water needs required to rehabilitate the "Country Store". We will be working with the City of Dewey-Humboldt and Yavapai County to determine

**928-830-1116**

**12907 E. State Route 169 Dewey, AZ 86327**

**[www.MortimerFamilyFarms.com](http://www.MortimerFamilyFarms.com)**

# MORTIMER FAMILY FARMS

**Gary & Sharla Mortimer**

what steps need to be taken in order to restore this unique building where we plan to have a gift shop with specialty food items and fresh produce.

We will offer seasonal festivals for the community to come out and enjoy. The frequency of events will be based upon attendance, volume of community requests and wants, organizational time and safety and availability of resources. We plan to host a Sweet Corn Festival in late July or August and a Pumpkin Festival during the month of October.

Mortimer Family Farms is a gathering place for the public with vendors and outdoor activities. These activities would be located in the front parking lot vicinity (Hwy 69 & Hwy 169).

Further future commercial projects will be coordinated with Yavapai Land Holdings LLC and be presented to the Town of Dewey-Humboldt for usage, approval and permits according to their development plans.

We would like to thank the people of Dewey-Humboldt for their support as we work to make Mortimer Family Farms a great destination place for everyone to enjoy.

Sincerely,

Gary & Sharla Mortimer

Mortimer Family Farms

928-830-1116

12907 E. State Route 169 Dewey, AZ 86327

[www.MortimerFamilyFarms.com](http://www.MortimerFamilyFarms.com)



**WAIVER OF RIGHTS AND CLAIMS FOR  
DIMINUTION IN VALUE  
PURSUANT TO A.R.S. §12-1134  
(PROPOSITION 207 WAIVER)**

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This agreement regarding Waiver of Rights and Claims under A.R.S. § 12-1134 ("Agreement") is made by Yavapai Land Holding, LLC (Owner) for the benefit of the Town of Dewey-Humboldt, Arizona, regarding the following property:

402-02-013 Commercial land at 12907 S. State  
Route 169, Dewey, Az 86327

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(Use legal description and street address or you can list property in a separate attachment but incorporate by reference into the space above).

The Owner agrees and consents to all the conditions imposed by the Town Council regarding the actions/approvals necessary to complete the land use request for the above-referenced property.

By signing this Waiver, the Owner acknowledges that Owner waives any right to claim diminution in value or claim for just compensation for diminution in value under A.R.S. §12-1134 as a result of the Town's actions but not limited to approvals, denials, or conditions of approvals with regard to the above-referenced property.

This Agreement, any exhibits attached hereto, and any addendum, constitute the entire understanding and agreement of the Owner and the Town and shall supersede all prior agreements or understandings between the Town regarding the above-referenced property. This Agreement may not be modified or amended except by written agreement by the Owner and the Town.

This Agreement is entered into in Arizona and will be construed and interpreted under the laws of the State of Arizona.

Within ten days after the execution of this Agreement, the Town Clerk shall file the Agreement in the Official Records of the County Recorder's Office, Yavapai County, Arizona.

This Agreement runs with the land and is binding upon all present and future owners of the above-referenced property.

**Town of Dewey-Humboldt, P.O. Box 69, Humboldt, AZ 86329 Phone: 928-632-7362**

The Owner warrants and represents that Owner is the owner of fee title to the above-referenced property, and that no other person has an ownership interest in the property [if more than one owner this will need to be modified]. The person who signs on behalf of the Owner personally warrant and guarantees to the Town [he/she/they] have the legal power to bind Owner to this Agreement.

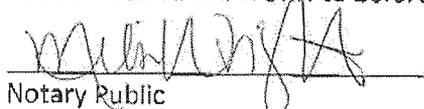
Dated this 12<sup>th</sup> day of September, 2011.

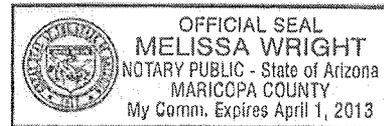
[PROPERTY OWNER]

By: 

State of Arizona                    )  
  ) ss  
County of Maricopa

SUBSCRIBED AND SWORN to before me this 12<sup>th</sup> day of 9, 2011, by

  
Notary Public



My commission expires: April 1, 2013

Town of Dewey-Humboldt, P.O. Box 69, Humboldt, AZ 86329 Phone: 928-632-7362

Mortimer Family Farms 300' + Buffer Letter

Mr & Mrs. Richard Hilstrom	PO Box 985	Dewey, Az 86327
Mr & Mrs. Billie Ward	1115 River Dr	Dewey, Az 86327
Mr & Mrs. Barry Smylie	1165 River Dr	Dewey, Az 86327
Gabriella Torres	PO Box 211	Dewey, Az 86327
Mr & Mrs. Richard Berentis	PO Box 1434	Dewey, Az 86327
Mr & Mrs. Leonard Wood	PO Box 1822	Dewey, Az 86327
Mr & Mrs. David Syme	PO Box 1180	Dewey, Az 86327
Mr & Mrs. Jack Hamilton	PO Box 873	Dewey, Az 86327
Mr & Mrs. John Bresnahan	PO Box 1002	Dewey, Az 86327
Mr & Mrs Larry Snow	PO Box 53	Dewey, Az 86327
Mr & Mrs William Hughes	1422 River Dr	Dewey, Az 86327
Mr & Mrs Garry Rogers	PO Box 711	Dewey, Az 86327
Maxine Johnson	2342 S Sierra Dr	Dewey, Az 86327
Nora Hendrix	7190 E Dodge Circle	Prescott Valley, Az 86314
Mr Robert Burnham	PO Box 25186	Prescott Valley, Az 86312
Mr & Mrs Shawn Denny	1264 River Dr	Dewey, Az 86327
Deborah Harper	13480 Paint Pony Dr	Dewey, Az 86327
Mr & Mrs Paul Kleppan	PO Box 157	Dewey, Az 86327
Mr Bruce Brockway	2110 S Sierra Dr	Dewey, Az 86327
Mr & Mrs William Berringer	PO Box 517	Dewey, Az 86327
Carolyn Cox	2190 S Sierra Dr	Dewey, Az 86327
Mr & Mrs Eddie Morgan	PO Box 1242	Dewey, Az 86327
Mr & Mrs Michael Keltner	2270 S Sierra Dr	Dewey, Az 86327
Mr & Mrs Kenneth Sterling	2300 S Sierra Dr	Dewey, Az 86327
Mr & Mrs Kerry Showman	1014 S River Dr	Dewey, Az 86327
Barbara Ward	1026 River Dr	Dewey, Az 86327
Mr & Mrs Steve Dibble	1038 River Dr	Dewey, Az 86327
Mr & Mrs Elijah Johnson	1050 River Dr	Dewey, Az 86327
Donna Moreland	1062 River Dr	Dewey, Az 86327
Mr & Mrs Michael Terry	1074 River Dr	Dewey, Az 86327
Mr & Mrs Gary Marcott	1033 River Dr	Dewey, Az 86327
Mr & Mrs Lawrence Hofferber	975 River Dr	Dewey, Az 86327
Mr & Mrs James Cowan	PO Box 1733	Dewey, Az 86327
Mr & Mrs Pierre Poppek	PO Box 1527	Dewey, Az 86327
Mr & Mrs Brian Jensen	976 S River Dr	Dewey, Az 86327
Mr & Mrs Richard Thomas	1240 River Dr	Dewey, Az 86327
Mr & Mrs Hector Rebredo	PO Box 908	Dewey, Az 86327
Mr & Mrs Irvin Jantz	1160 River Dr	Dewey, Az 86327
Mr & Mrs Michael Sims	13625 E Quail Ct	Dewey, Az 86327
Richard Stoughton	1994 S Sierra Dr	Dewey, Az 86327
Mr & Mrs Steven Reddell	1336 River Dr	Dewey, Az 86327
Mary Jo Schroeder	13471 Nono Ln.	Dewey, Az 86327
Mr & Mrs Victor Kuhns	1550 River Dr	Dewey, Az 86327

Mortimer Family Farms 300' + Buffer Letter

Paul Clark Sr.	1600 River Dr	Dewey, Az 86327
Mr & Mrs Allen Humphreys	1650 River Dr	Dewey, Az 86327
Mr & Mrs Rodolfo Garcia	1722 River Dr	Dewey, Az 86327
Mr & Mrs Mark Blanchfield	PO Box 95	Humboldt, Az 86329
Mr & Mrs Isaias Martinez	PO Box 493	Humboldt, Az 86329
Mr & Mrs Bert Gorczyca	PO Box 398	Humboldt, Az 86329
Mr & Mrs Grant Lerette	PO Box 233	Humboldt, Az 86329
Mr Roys Mansur	PO Box 429	Humboldt, Az 86329
Mr & Mrs Michael Goldman	12590 E Gold Dust Ave	Scottsdale, Az 85259
Cavan Opportunity	15333 N Pima Rd # 305	Scottsdale, Az 85260
Brooke Investments LLC	1099 W Iron Springs Rd	Prescott, Az 86305
Roy Logan Jr & Helen Ellis	13808 N 34th St	Phoenix, Az 85032
Mr Charles Bagby	1443 Rancho Encinitas	Encinitas, Ca 92024
Mr Shane Roberts	3919 W Grandview	Phoenix, Az 85053
Suda Family	5833 W Bloomfield	Glendale, Az 85304
Bowman Family	8850 E Wrightstown Blvd.	Tucson, Az 85715

Please review the following comments and revise your narrative and drawings accordingly and resubmit them as soon as possible. The idea is that you provide a **specific** outline of your proposed activities.

**USE PERMIT**

1. Prior to the public hearings you will be required to notify the adjacent property owners describing the nature of the request and meeting dates. You must provide stamped and addressed envelopes to the Town which staff will mail once the hearing dates have been established. In addition, you will need to "Post the Property" with the same information. We will provide you with that format.
2. This Use Permit application is for 17 acres (that is approximately how much Gary indicated would be utilized) of the commercially -zoned area of the property. In your narrative please separate the uses that will occur on the commercial land and the crop land. For instance, will the corn maze be on land outside of the commercial area and will separate parking be provided? If so, that activity could be permitted separately as a special event even if it will occur over a number of weeks.
3. Please include your "typical hours of operation" for the nursery operation in your narrative.
4. Your narrative does not differentiate between requests to allow for additional uses and requests for relief from design standards. Separate these and be more specific. When you mention open-air sales and business promotions (which are uses) are you referring to your nursery business or for instance, promoting motorhomes and used cars? When you request a waiver from design standards such as landscape requirements, you must state a reason. For example in the case a waiver of landscaping, you could mention something positive about the existing conditions of the site and that your stock fulfills the visual interest typically provided by permanent plantings.
5. Provide an explanation regarding the various activity centers (Petting Zoo, Farm Animal Kingdom, Barrel Train Station etc.) as shown on your Site Plan. Will these be weekend offerings or only for special events? Add to your narrative.
6. Provide a Floor Plan of the entire existing building drawn to scale ( $\frac{1}{4}'' = 1'$ ): 1- 24" x 36" and 1- 11" x 17". Indicate location(s) of proposed restroom facilities. The Floor Plan is also necessary to determine the amount of required parking. The Floor Plan is also necessary to substantiate the amount of required parking. This item is repeated under Design Review.
7. The parking requirement is **estimated** at 33 spaces. The calculations are as follows: The store building was estimated at 1,400 square feet which requires 1 space per 200 square feet of public space. Therefore, the parking requirement for the building is 7 spaces. The

outside display area was estimated at 46,000 square feet which requires 4 spaces for the first 2,000 square feet and 1 space for each additional 2,000 square feet for a total of 26 spaces. Building = 7 spaces + Display = 26 spaces for a combined total of 33 spaces. Your drawing should reflect the required number of parking spaces. If your display area increases, so will your requirement parking spaces. You may choose to reconfigure your display area to reduce the amount of required spaces or you may request a waiver in your narrative. Nevertheless, your Site Plan should reflect graphically and by text the number of spaces that you propose.

## DESIGN REVIEW

1. Provide a Floor Plan of the entire existing building drawn to scale ( $\frac{1}{4}'' = 1'$ ): 1- 24" x 36" and 1- 11" x 17". Indicate location(s) of proposed restroom facilities. This will not be considered a Construction Document. The Floor Plan is also necessary to substantiate the amount of required parking.
2. Provide Building Elevations of at least two sides of the building indicating the proposed location(s) of the restroom facilities: 1- 24" x 36" and 1- 11" x 17". This will not be considered a Construction Document. You do not have to provide a color copy. Please indicate by note "colors to match existing" if that is your intention.
3. What specific improvements do you plan to add to the site and when? For instance, what material do you plan to provide in the parking area for dust control? Do you have a timeframe to provide bunkers for your landscape materials? Do you plan to provide any night lighting?
4. **Building Safety** presented an assessment of the Country Store at the Pre Application meeting. In case you did not receive the information, a copy is provided herewith. Please review item #5 which refers to "invasive inspections," PB-7 "As Built" structures and PB-14 Commercial Construction Documents Submittal Requirements. These references will inform you as to what you can expect to get through the building permitting process. Since your improvements must comply with Use Permit/Design Review stipulations, you cannot submit your construction documents until you receive Council approval.

## SIGNS

1. Please explain the "Reinke" sign. What is it? Does this refer to a product or service that you plan to provide? If not, it is considered an off-site sign which is only allowed in C3 zones. This will not likely change with the approval of the new sign code. Including the signs within the context of your Use Permit is to allow your business some flexibility as opposed to the strict interpretation of the Sign Code. You should consider consolidating signs if possible.



# Yavapai County

Development Services

## Building Code Comments

### For the Town of Dewey-Humboldt

**Prescott Office**  
500 South Marina Street  
Prescott, AZ 86303  
(928) 771-3214  
Fax (928) 771-3144

**Cottonwood Office**  
10 South 6<sup>th</sup> Street  
Cottonwood, AZ 96326  
(928) 639-8151  
Fax (928) 639-3432

**To: Town of Dewey-Humboldt**

**Project: Mortimer Farms -- Retail Nursery**

**12907 E. State Hwy 169 Dewey, AZ 86327**

**Date: August 15, 2011**

The following items are questions and/or concerns that should be addressed prior to submittal of construction plans for plan review. These comments are based on the submitted code review application. This review is on the current adopted Building Codes and is not to be considered as a complete review of plans for Building Code compliance.

Yavapai County has adopted the International Building Codes. Plans submitted must be designed and constructed to the following codes:

**2006: International Building Code, International Plumbing Code, International Mechanical Code, Fuel Gas Code, International Property Maintenance Code**

**2005: National Electric Code**

**Building Codes as adopted by Yavapai County Ordinances 2007-1 through 2007-9**

**THIS DEVELOPMENT REVIEW WAS DONE PER REQUEST OF THE TOWN OF DEWEY-HUMBOLDT BY YAVAPAI COUNTY BUILDING SAFETY.**

**2006 IBC Occupancy Classification: M (retail sales)**  
**Construction Type: V-B(existing construction date unknown)**

**THE EXISTING PROPOSED BUILDING HAS BEEN VACANT AND ABANDONED FOR WELL OVER 2 YEARS.**

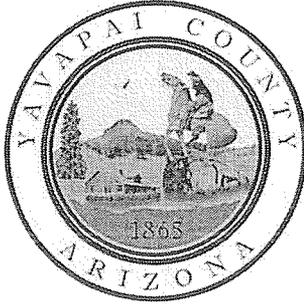
**FROM A SITE VISIT MADE BY YAVAPAI COUNTY STAFF AND STAFF FROM DEWEY-HUMBOLDT ON 6/7/10, THE CONDITION OF THE STRUCTURE WAS AS FOLLOWS:**

- All the plumbing equipment/fixtures for the restroom(s) had been removed – this included sinks, water closets and water heating equipment.
- There was no electrical service to the building and a lot of the electrical fixtures, receptacles and electrical wiring had been removed.
- The building had no exterior hard surface landings at any exterior doors.
- There did not appear to be any heating or mechanical systems to provide building ventilation and occupant heat.

- The building appeared to have been built without the benefit of any building code inspections and has evidence of weather exposure damage due to being vacant and not maintained.

THE FOLLOWING ARE BASIC ITEMS THAT WOULD BE REQUIRED FOR PLANS TO ALLOW THE OCCUPANCY AND USE OF THIS BUILDING UNDER THE PROVISIONS OF THE BUILDING CODE AS ENFORCED BY YAVAPAI COUNTY:

- 1) A building size of over 3,000 square feet or with an occupant load of 20 or more will require that all plans submitted for a permit to be stamped/sealed by an Arizona Licensed Registrant as per the Arizona State Board of Technical Registration. **THE PROPOSED OCCUPANT LOAD IS UNKNOWN AT THIS TIME – IT APPEARS PER THE BUILDING SIZE AND PROPOSED USE THE OCCUPANT LOAD WILL EXCEED 20.**
- 2) Plumbing fixtures as required per the 2006 IPC Table 403.1 shall be provided. Table 403.1 has been amended by Yavapai County to allow water coolers or bottle water dispensers in A, B, and M occupancies with an occupant load of 25 or less and also to not require separate facilities for occupant loads of 25 or less. Occupant loads are determined by Table 1004.1.1 of the 2006 IBC. **REPLACEMENT OF FIXTURES WITH NUMBERS AS REQUIRED IS NECESSARY. THE COMPLETE PLUMBING SYSTEM WOULD REQUIRE CERTIFICATION BY A LICENSED PLUMBING ENGINEER (REGISTRANT) TO VERIFY CODE COMPLIANCE OF THE SYSTEM.**
- 3) Specific information (details) for accessible parking, accessible route into the building and through the building along with restrooms and drinking fountains under the requirements of the Americans with Disabilities Act (ADAAG) will be required. This includes the slopes and cross slopes for the accessible route, ramps and parking space(s) along with the material surfaces to be of a hard type which can be traveled by a person in a wheel chair. **THIS MUST BE PROVIDED – CURRENTLY THERE IS NO ADA ACCESS.**
- 4) The plans submitted for review shall include all related items as per PB-14 for a complete set of working construction blueprints (Policy PB-14 attached). **NOTE: EXISTING AREAS OF THE BUILDING MAY REQUIRE REVIEW AND CERTIFICATION BY STRUCTURAL ENGINEERS TO VERIFY STRUCTURAL INTEGRITY OF THE BUILDING. FURTHER REVIEW BY PLUMBING, ELECTRICAL AND MECHANICAL ENGINEERS TO VERIFY CODE COMPLIANCE MAY ALSO BE REQUIRED. THE CERTIFICATIONS MUST BE DONE BY CURRENT ARIZONA LICENSED REGISTRANTS.**
- 5) Some areas of the building may require “invasive inspections” to be performed. This will require 3<sup>rd</sup> party review by a qualified testing/inspection agency. Please see Yavapai County policy for “AS BUILT” structures (PB-7 attached).



## BUILDING SAFETY UNIT

PB-7

POLICY

Page 1 of 2

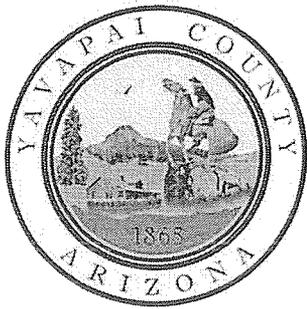
Date: 9/4/07

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### INSPECTION REQUIREMENTS FOR “AS BUILT” STRUCTURES

In order to insure all structures that have been constructed without benefit of permits or building inspections are built per the requirements of the current codes and/or ordinances, it may be necessary for the building inspector to require that an “invasive inspection” be performed. This inspection may include, but not be limited to, the following requirements:

1. Exposing parts of the footing to verify width and depth of the footings below grade. The areas to be exposed will be determined by the inspector at the time of inspection. Core drilling of footings and/or slabs may be required to determine thickness of concrete. Stem walls/foundation walls may require special testing by an approved agency to determine thickness and reinforcement.
2. If framing members are not visible, exposing areas inside the structure to determine proper anchoring of the sill plate to the foundation and approved sill plate material. If the structure design mandates the installation of any alternate braced wall panels with adequate hold downs, these areas shall be opened to expose the hold downs along with the required sheathing.
3. Exposing areas of the top plate to determine proper anchorage of the roof framing members to the top plate and insuring an approved installation of the top plate.
4. Access to the attic area to verify framing members have been installed and braced properly. If mechanical equipment has been installed in the attic, the manufacturer's installation instructions will need to be available at the time of inspection. Proper cross ventilation of the attic space has installed. Any wiring or plumbing piping in the attic has been properly installed and secured.
5. If electrical wiring has been installed and trimmed with receptacles, switches or fixtures, the inspector will require that some or all of the electrical boxes be opened to insure proper grounding connection and wiring termination inside the box. This may include opening areas of the wall above the boxes to see that wiring has been properly secured inside the wall. The service panel and/or any sub-panels will be opened to verify proper wiring methods have been used.
6. If plumbing has been installed, piping for drain/waste/vent along with water piping may need to be exposed and tested. A determination shall be made by the inspector at the time of inspection. Plumbing fixtures must be properly vented through the roof or an approved air admittance valve.
7. Any required interior drywall shear panel requirements will need to be verified.
8. All electrical circuits will be tested and inspected to insure required number of receptacles and types of circuits have been installed including Ground Fault Circuits and Arc Fault Circuits.



## BUILDING SAFETY UNIT

POLICY

PB-7

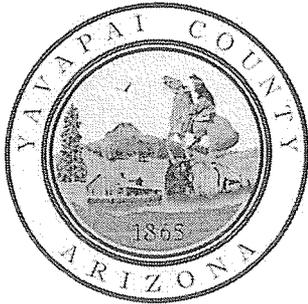
Page 2 of 2

Date: 9/4/07

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### Inspection Requirements for "As Built" Structures cont:

9. All mechanical equipment will be inspected to verify installation meets the code requirements along with the manufacturer's installation instructions.
10. Grading/drainage must reflect positive flow of moisture away from the structure with no areas of ponding around the perimeter, and proper earth to wood, or earth to weep screed clearance.



## BUILDING SAFETY UNIT

PB-14

POLICY

Page 1 of 2

Date: 9/4/07

### SUBMITTAL REQUIREMENTS FOR COMMERCIAL/MULTI-FAMILY STRUCTURES

All submittals shall be drawn in compliance with the International Codes and National Electric Code as adopted by Yavapai County, and design criteria shall be noted.

All commercial plans may be subject to a Preliminary Code Review meeting with all applicable department units and jurisdictions.

A minimum of five (5) sets of plans are required for submittal, prepared on a minimum of 18"x24" and a maximum of 36"x48" paper and drawn to standard architectural scale of no less than  $\frac{1}{4}"=1'$  and no details scaled at less than  $\frac{1}{2}"=1'$ , using standard architectural scale. All submittals shall show, in detail, the nature and extent of work proposed.

Plans not meeting the exception requirements of ARS §32-144 shall be designed and sealed by an Architect/Engineer licensed to practice in the State of Arizona. This shall include the plans, calculations, and drawings including plumbing, mechanical and electrical.

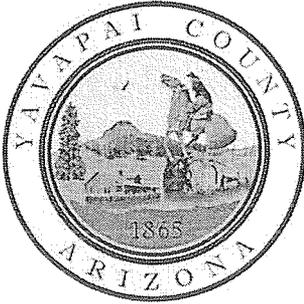
**The minimum content required for plan submittals is as follows:**

#### Site Plan/Grading Plan

- Show all existing and proposed buildings and structures including setbacks, street fronts, walls, alleys, easements and lot dimensions.
- Utility locations, water, gas, sewer and electrical yard piping.
- Plan shall also include existing and proposed grades.
- Accessibility routes with slopes and cross slopes shown, building pad elevations, drainage, cut and fill amounts.
- Contour lines shall be shown in two (2') foot increments.

#### Architectural Plans

- Include a floor plan for each story.
- Plans shall include architectural details for fire resistive construction and penetrations.
- Accessibility requirements, exiting plan including all components of egress.
- Window/door and room finish schedules.
- Firewall locations and types, and proposed uses.
- A legend shall be provided showing the breakdown of square footage of the building allowable area calculations, occupancy, building type, and occupant load calculations.
- Building elevations shall be provided for the exterior showing relation to existing and proposed grade.
- Interior elevations for elements in accessible restrooms.



## BUILDING SAFETY UNIT

**PB-14**

**POLICY**

Page 2 of 2

Date: 9/4/07

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### Submittal Requirements for Commercial/Multi Family Structures, cont.

#### Structural Plans

- Structural plans shall include all structural components of the proposed work.
- This shall include, but not be limited to the following: foundation plan, floor framing plan, roof framing plan, wall section, details for all aspects of construction such as footing details, connection details, etc.

#### Electrical Plan

- Show a complete electrical layout including location of the electrical service and sub-panels.
- Provide plans of any special systems that are required.
- Include load calculations, panel schedules and a one-line diagram.

#### Mechanical Plan

- Provide a complete mechanical system layout.
- Provide calculations and method of achieving ventilation requirements.
- Provide details of mechanical equipment installation and any condensation drains.
- Kitchen hood system details.

#### Plumbing Plan

- Provide a complete plumbing layout for water, gas and drainage systems.
- Provide fixture count.
- Provide pipe sizing for all proposed systems.
- Provide isometric for waste, vent, hot/cold water, and gas systems.

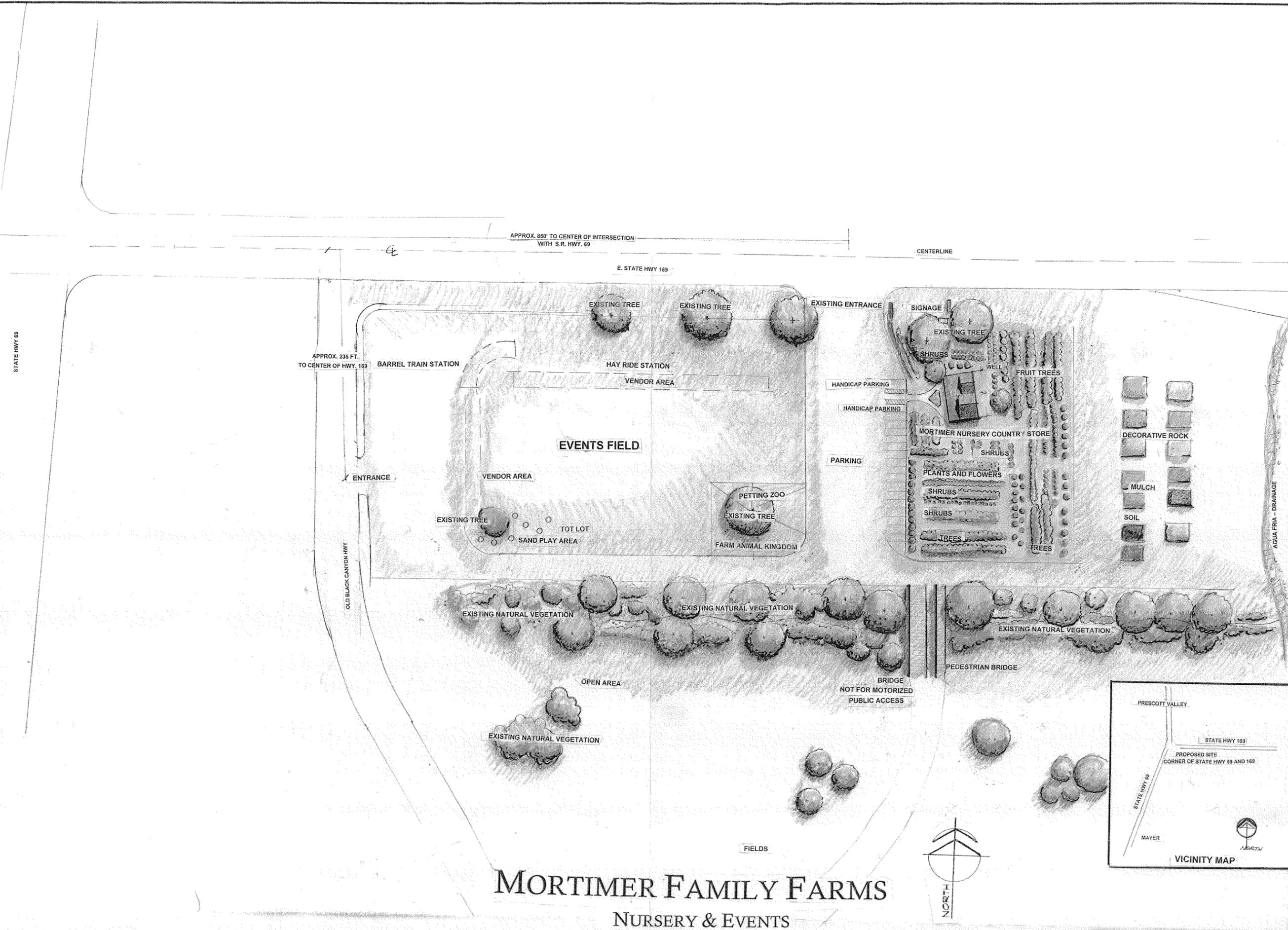
In addition to the required information above, the following will also be required:

- Truss Design Drawings sealed by an Arizona Registrant with considerations for permanent roof-mounted equipment and a layout sheet.
- I-Joist Systems (roof or floor) with manufacturer's layout sheet and engineering sheets.
- Engineering calculations, plans and details relevant to any engineering obtained and design criteria used – to be sealed by an Arizona Registrant.
- ICC Evaluation Reports for all alternative building materials being used.
- Prepared reports for any soils testing or drainage reports.
- Specification sheets for special equipment such as solar systems, elevators, saunas, alternative heating/cooling systems, etc.

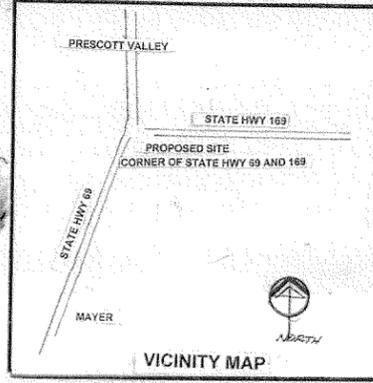
This list is not all inclusive. Other information, as determined by the building official, may be required.

REVISIONS	BY

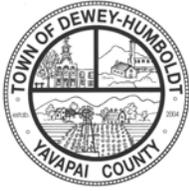
# MORTIMER FAMILY FARMS NURSERY & EVENTS



## MORTIMER FAMILY FARMS NURSERY & EVENTS



Date	7/1/11
Scale	1"=40'
Drawn	L.M.
Job	
Sheet	1/1
Of	1
Sheets	



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

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**TOWN COUNCIL REGULAR MEETING**

**March 6, 2012 – 6:30 pm Town Council Meeting Chambers**

**Agenda Item # 12.1 Ratification of Todd Hamilton for the Public Works Operator Position.**

Discussion and possible action.

**To: Mayor and Council Members**

**From: Ed Hanks, Public Works Supervisor**

**Date submitted: February 28, 2012**

**Agenda Item: Ratification of Todd Hamilton for the Public Works Operator Position.**

Discussion and possible action.

**Recommended action:** Approve ratification of the Public Works Operator Position.

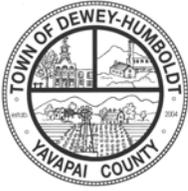
**Summary:**

The recruitment of this position began in January, 2012. After an Extensive recruitment and selection process, Todd Hamilton stood out from the other applicants. Mr. Hamilton has been working in the construction industry for the last 13 years, gaining and acquiring the skills needed for this position.

Mr. Hamilton tentatively accepted the job offer contingent upon town Council's approval. His proposed starting date is March 12, 2012.

Attached are: job description, resume and draft offer letter with proposed salary.

Thank you for your consideration.



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

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The Town of Dewey-Humboldt is seeking applicants for the position of:

## **Public Works Operator**

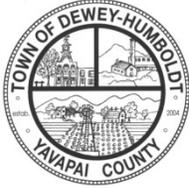
**Hiring Range: \$30,000 to \$34,650 per year (career range to \$42,000).**

The Town of Dewey-Humboldt is seeking a community-oriented teammate to serve as our Public Works Operator. Located in the natural beauty and unsurpassed climate of Arizona's Upper Agua Fria Valley, the Town of Dewey-Humboldt is a professional, ethical, and transparent organization that is working toward excellence in citizen service.

The Public Works Operator reports to the Town Public Works Supervisor. The PWO is responsible to operate a variety of Public Works construction and maintenance equipment, and perform related work as required. This includes activities like road and right-of-way maintenance, equipment preventative maintenance, and related record-keeping and project scheduling (using appropriate software). The ideal candidate will have 5 years experience in the operation of light, medium, and heavy construction equipment. We are looking for someone with comprehensive knowledge of the methods and procedures used in the operation of front-end loaders or back-hoes in roads and ditches, and mowing equipment. Must have an Arizona Class C Driver's License with the ability to obtain a class B CDL (preferably with a Tanker endorsement) within 1 year. A complete job description is available at [www.dhaz.gov](http://www.dhaz.gov).

This enthusiastic and results-oriented teammate will possess outstanding communication skills, critical thinking abilities, and exceptional interpersonal qualities. The salary is negotiable depending on qualifications and experience. Generous benefits are provided, and there is no residence requirement.

To be considered for this exceptional career opportunity, please submit cover letter and resume on or before Monday February 6, 2012, to the Town Public Works Supervisor at P.O. Box 69, Humboldt, AZ 86329: electronic submissions to [hr@dhaz.gov](mailto:hr@dhaz.gov) are encouraged. Applications will be kept confidential. For additional information please call (928) 632-7362.



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

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## **PUBLIC WORKS OPERATOR**

### **JOB DESCRIPTION**

**Job Objectives.** The purpose of this position is to do skilled manual work in the performance of laboring tasks and operating a variety of Public Works construction and maintenance equipment in a context of public scrutiny and interaction.

**Supervision Received and Exercised.** Receive general supervision from the Town Engineer.

**Position Accountabilities.** May include, but are not limited to, the following:

- ⊕ Road maintenance, patch holes with asphalt, clear trees, brush and vegetation, mow right-of-ways, maintain ditches/culverts, and other maintenance functions as needed.
- ⊕ Loads and unloads heavy material from trucks. Moves equipment and large bulky objects.
- ⊕ Operate light to heavy equipment. Operates bush hog, tractors, backhoes, mowers, dump and flat bed trucks, water trucks and other equipment as needed.
- ⊕ Loads trash on truck. Unloads trash and other materials. Picks up boxes and other materials.
- ⊕ Performs preventative maintenance and services equipment as scheduled.
- ⊕ Maintains Town property in clean and sanitary condition.
- ⊕ Observes traffic control safety devices as necessary to ensure safe working conditions and procedures; directs traffic and places traffic signs as required.
- ⊕ Perform on-call duties when needed.
- ⊕ Respond to citizen requests. Perform related duties, as assigned.
- ⊕ Inspects capital improvement projects for compliance with plans and specifications.
- ⊕ Documents duties and activities performed using word processing software. Completes all required paperwork to include work reports, equipment and vehicle checklists and time sheets.
- ⊕ Perform assigned duties in a safe and responsible manner that does not expose the employee, co-workers, or the public to unnecessary risk of danger.

### **Critical Skills/Expertise.**

**Experience and Training:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- ⊕ Experience: At least five (5) years experience in manual labor, including the operation of light, medium, and heavy construction equipment. Road and right-of-way construction is essential. Maintenance activities as applied to the field of municipal public works, including equipment operation; technical documentation involved in the conduct of municipal public works maintenance programs; ability to interpret plans and specifications relating to engineering projects; construction oversight for roadway improvement projects.
- ⊕ Training: Preference is given for persons who have a High School Diploma or General Education Degree (GED) equivalency and proof of training completion awards, particularly in the areas of safety and heavy equipment.
- ⊕ Knowledge: Applicable regulations, traffic laws, and safety precautions involved in medium equipment operation. General knowledge of the occupational hazards involved and the safety precautions necessary to the proper operation of varied construction and maintenance equipment; skill and care in the operation of several types of trucks and construction equipment.

**Supervision:** Work requires managing and monitoring work performance of contractors performing Public Works activities.

**Human Collaboration Skills:** Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. This position provides indirect customer service to members of the general public, on a daily basis, by maintaining road safety.

**Freedom to Act:** The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Technical Skills:** Work requires:

- ⊕ Comprehensive knowledge of the methods and procedures used in the operation of equipment including; front-end loaders and back-hoes and related equipment in the maintenance of roads and drainage facilities; large and small mowing equipment used in maintaining right-of-way; attachments including gannons, buckets, mower decks, and augers. Must have experience utilizing the equipment to perform roadway maintenance duties such as establishing roadside ditches, removing debris from road surface, cleaning culverts, sign post installations, and weed abatement.
- ⊕ Knowledge of tools and equipment used in construction and maintenance, and perform minor repairs.
- ⊕ Knowledge of occupational hazards connected with construction and maintenance.
- ⊕ Ability to learn new methods of operating and maintaining tools and equipment.
- ⊕ Ability to perform manual labor and effectively operate construction equipment.
- ⊕ Ability to understand and follow instructions.

- ⊕ Ability to perform mathematical functions needed to complete tasks.
- ⊕ Skill in using hand tools.
- ⊕ Knowledge of traffic and work zone safety as necessary to ensure safe working conditions and procedures.
- ⊕ Knowledge of proper street sign installation.
- ⊕ Knowledge of word processing software.

**Additional Requirements.**

**Physical Requirements:**

- ⊕ Sufficient physical strength, agility and freedom from disabling defects to perform heavy manual labor.
- ⊕ Heavy lifting and carrying (45 pounds or over).
- ⊕ Acceptable vision (with or without correction). Special vision requirements of this position include close, color, and peripheral vision, depth perception, and the ability to adjust focus.
- ⊕ Acceptable hearing (with or without hearing aid).
- ⊕ Pulling, pushing, walking, standing, kneeling, bending, balancing, and stooping as required.
- ⊕ Climbing a stepladder.
- ⊕ Skills and dexterity to effectively and efficiently operate equipment as needed.

**Work Environment:** Position is subject to work inside and outside in varying weather conditions, with exposure to dust and dirt, and occasionally below ground level in ditches.

**License or Certificate:** Must have an Arizona Class B Commercial Driver’s License (preferably with a Tanker endorsement).

**FLSA Status:** Non-exempt.

**Developed:** June 10, 2010.

S:\Human Resources\Positions\Public Works Operator\Public Works Operator Job Description June 2010 v3.doc

DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE TOWN.

EOE M/F/D/V

AN EQUAL OPPORTUNITY EMPLOYER

OPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES

Town of Dewey-Humboldt P.O. Box 69 Humboldt, AZ 86329 928-632-8562 ▪ Fax 928-632-7365

TODD W. HAMILTON  
20830 E. ANTELOPE RD  
CORDES LAKES, AZ 86333  
928-925-1764

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January 25, 2012

Town of Dewey-Humboldt  
PO Box 69  
Humboldt, AZ 86329

**RE: Public Works Operator**

Dear Mr. Hanks,

I am submitting my resume for the Public works Operator Position. I have worked for the same company for 13 years as a laborer and have the skills your job description is calling for.

I am physically strong and healthy, have the equipment experience you are looking for with the knowledge and ability to do manual labor. I follow instructions and work hard to get jobs done in a timely manner with an emphasis on safety for myself, co-workers and the public at large. I am a self motivated individual who takes pride in my work, getting the job done to the best of my ability, making the Employer and Customers happy.

I look forward to hearing from you and getting the chance for an interview to further discuss my qualifications in more details.

Sincerely,



Todd Hamilton

TODD W. HAMILTON  
20830 E. ANTELOPE RD  
CORDES LAKES, AZ 86333  
928-925-1764

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### EXPERIENCE

#### Construction experience for the past 13 years

Responsibilities included loading and unloading of playground equipment and materials Laying out and assembly of playground equipment at parks and schools while observing safety for the workers and general public. Digging holes for poles and mixing and pouring concrete. Leveling and making sure equipment meets safety requirements. Building of forms for concrete curbs and pads. Move sand and woodchips for under playground systems utilizing wheelbarrows, Bobcat and or front-end loader. Help build shade structures at parks and schools. Replace or repair damaged equipment and playground signs.

#### Equipment Experience

Bobcat, loader, forklift, minimal experience with Bobtail dump truck, and backhoe. Hand tools such as wrenches, hammer, sockets, allen wrenches, drills, chop saw, Grinder, skill saw, shovels, picks, and rakes.

#### Landscape type experience for the past 2 years as contract labor.

Responsibilities included talking to public determining what kind of work they wanted done and then placing a bid for job. Clearing brush, trees and weeds from alongside roadways, parking lots and buildings while being concerned for my safety and safety of others. Kept a median and ditch section in Spring Valley weed and debris free . Plus worked at Springs Church in Mayer keeping their facility weed free throughout the summer months. Did major cleanup of houses hauling off trash, making minor repairs and landscaping of yards for a Realtor. Cleaned and maintained all equipment and tools.

#### Tools used

Chainsaws, grinders, weedwackers, mowers, shovels, axes, rakes, pruners,

### WORK REFERENCES

Micon Construction Of Arizona - 19420 Kennedy Dr. Mayer, AZ 86333  
Contact person - Steve Wisecarver, 602-363-4983

Chevron in Cordes Junction - 19625 E. Cordes Lakes Rd Mayer, AZ 86333  
Contact Person - Susie Sweet-Goodell, 928-632-8558

#### Work References cont.

Springs Church - P.O. box 1069 Mayer, AZ 86333  
Contact Person - Lino Favela, 928-284-8102

Red Arrow Real Estate - 20175 E. Stagecoach Trail, Mayer, AZ 86333  
Contact Person - JoAnne Loos, 928-583-8097

**PERSONAL REFERENCES**

**Lynn & Laine Malouff, 928-713-4311**

**Elaine & Willie Hodges, 928-632-9364**

**Pastor Will Chambers, 928-533-4451**

**EDUCATION**

**SIERRA VISTA HIGH SCHOOL - 1987, Baldwin Park, CA**

March 7, 2012

Mr. Todd W. Hamilton  
20830 E. Antelope Rd.  
Cordes lakes, AZ 8633

Re: Public Works Operator

***Re: Public Works Operator***

Dear Mr. Hamilton

The Town of Dewey-Humboldt is pleased to offer you the position of Public Works Operator.

This position has a twelve (12) month probationary period. Should you accept this job offer, per Town policy you'll be eligible to receive the following beginning on March 12, 2012 – your proposed date of hiring.

Salary. Gross starting annual salary of \$30,000 (\$14.423/Hr.) paid in biweekly installments by direct deposit. This is a non-exempt position and eligible for overtime.

At the time you commence employment, we will establish performance criteria. As of your anniversary date and/or based on the annual budget, your salary may be adjusted upward by the rate cap established by Town Council for the position.

Benefits. Town-provided benefits for full time employees include the following:

- ICMA-RC 401(a) retirement account: the Town provides a 2-to-1 match of up to 12% for an employee contribution of 6% (for a total of 18%). The Town does not participate in Social Security or the Arizona State Retirement System. An employee-funded ICMA-RC 457 plan is also available.
- After 30 days, health (2 plans: one high deductible plan a Health Savings Account, and a low deductible plan without HSA), dental, life (\$20,000 from Town, employee paid up to \$300,000), and vision insurance paid by the Town for the employee only (dependent coverage available at employee's expense), supplemented with a Health Savings Account contribution by the Town of \$100 per month (if using the HSA-qualified plan).
- Sick leave will accrue at a rate of 2.7692 hours each pay period (9 days per year), but cannot be used until an initial 3 months have passed.
- Vacation leave will accrue at a rate of 4.6154 hours each pay period (15 days per year), but cannot be used until an initial 3 months have passed.
- 10 holidays, and, after 30 days, one personal day.

- Trainings and professional membership: training and professional membership are available.

This offer is contingent upon compliance with the Town's hiring requirements as set forth in its Administrative Regulation No. 10-07. In addition, Arizona law requires proof of eligibility to work in the United States.

To accept this job offer, please sign and date this job offer letter where indicated below. Mail, fax, or email a scan of all pages of the signed and dated job offer letter back to us, to arrive by Thursday March 8, 2012. If you accept this job offer, your hire date will be on Monday, March 12, 2012. To decline this job offer, please first call or email us as soon as possible; then sign and date this job offer letter where indicated below. Mail, fax, or email a scan of all pages of this job offer letter back to us, to arrive by that same Thursday.

Although I have not met you, I look forward to welcoming you aboard as a full partner in our commitment to professionalism, openness, and ethics. You will report to Ed Hanks Public Works Supervisor directly. His phone number is 928-632-7362 if you have questions or concerns.

All the best,

Yvonne Kimball

Town Manager

**Accept Job Offer**

---

By signing and dating this letter below, I, Todd W. Hamilton, accept this job offer of Administrative Assistant by the Town of Dewey-Humboldt.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Decline Job Offer**

---

By signing and dating this letter below, I, Todd W. Hamilton, decline this job offer of Administrative Assistant by the Town of Dewey-Humboldt.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_