

**TOWN COUNCIL OF DEWEY-HUMBOLDT
SPECIAL "COUNCIL RETREAT" MEETING NOTICE
MONDAY, DECEMBER 10, 2012, 8:00 A.M.**

**COUNCIL SPECIAL MEETING
13000 Prescott ST.**

**DEWEY-HUMBOLDT ACTIVITY CENTER
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. Roll Call. Town Council Members David Hiles, Mark McBrady, Denise Rogers, Nancy Wright; Vice Mayor Dennis Repan; and Mayor Terry Nolan.

3. Discussion Agenda. No legal action can be taken.

3.1. Council Retreat.

3.1.1. Vision Items Discussion:

1. Town's role in historical preservation.
2. What is the Council's policy on the level of services on roads (in the future)?
3. How to address the long-term financial costs for the road programs?
4. Does the Council wish the Town to go into utility operation and provision?
5. Does the Council wish to consider another survey? In the survey, the Town wants to address questions such as what services the citizens would like the Town to provide, whether the Town should promote local business, whether the Town should spend money on establishing a historical district and so on.
6. Town's 2009 General Plan matters, such as monitoring, revision and future development.

Break for Lunch

3.1.2. Policy Items Discussion.

1. Policy on how much time and effort each individual council member is expected to spend on town affairs.
2. Policy on amount and types of trainings that are needed for Council members.
3. Public body Code of Ethics policy review.
4. Policy on how to encourage citizen participation in Town's public bodies.
5. Review policy on council communication with the town attorney.

4. Adjourn.

For Your Information:

Next Town Council Regular Meeting: Tuesday, December 18, 2012 at 6:30 p.m.

Next Town Council Work Session: Tuesday, December 11, 2012, at 2:00 p.m.

Next Planning & Zoning Commission Meeting: Thursday, January 3, 2012, at 6:00 p.m.

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

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the ____ day of _____, 2012, at ____ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: _____, Town Clerk's Office.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 632-7362 at least 24 hours in advance of the meeting.

CODE OF ETHICS

ORDINANCE N^o 11-88

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, AMENDING THE CODE OF DEWEY-HUMBOLDT, CHAPTER 30 TOWN COUNCIL AND OFFICIALS, BY EXTINGUISHING SECTIONS §30.020 TOWN COUNCIL PERSONAL CODE OF CONDUCT; §30.021 CODE OF TEAMWORK AND COOPERATION; LEGAL AND ETHICAL STANDARDS §30.060 PREAMBLE; §30.061 CODE OF ETHICS; §30.062 PUBLIC INTEREST; §30.063 CONDUCT; §30.064 CONFLICT OF INTEREST; AND §30.065 COMPLIANCE AND ENFORCEMENT WITH ALL RULES, HEREBY MADE REDUNDANT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Whereas, the Mayor and Council find it in the best interest of the Town to establish ethical standards of conduct for public officials acting in their official public capacity.

Now, Therefore, Be it ordained by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, as follows:

Section 1. Adoption

That certain document known as the Code of Ethics, attached hereto as Exhibit A, is hereby adopted by the Town of Dewey-Humboldt, and each and all of the conditions and terms of the Code of Ethics are hereby referred to, adopted, and made part hereof as through fully set forth herein.

Section II. Extinguishment.

Town Code Sections §30.020 Town Council Personal Code of Conduct; §30.021 Code of Teamwork and Cooperation; Legal and Ethical Standards §30.060 Preamble; §30.061 Code of Ethics; §30.062 Public Interest; §30.063 Conduct; §30.064 Conflict of Interest; and §30.065 Compliance and Enforcement with all Rules are hereby extinguished in their entirety and are made of no further force or effect, replaced by this Code of Ethics.

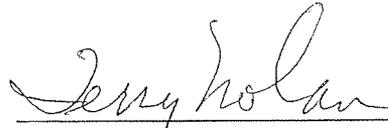
Section III Severability.

The provisions of this ordinance and the code it incorporates are hereby declared to be severable, and if any section, sentence, clause, or phrase of this ordinance shall, for any reason, be held to be invalid or unconstitutional, such decisions shall not affect the remaining sections, sentences, clauses, or phrases of this ordinance, but they shall remain in effect, it being the legislative intent that this ordinance shall stand notwithstanding the validity of any part thereof.

Section IV. Effective Date.

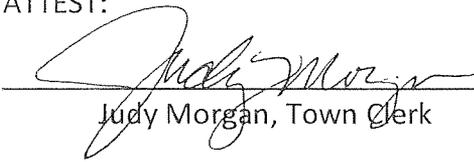
That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force August 16, 2011 and shall be codified as of October 1, 2011.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Yavapai County, Arizona, this 9th day of August, 2011.



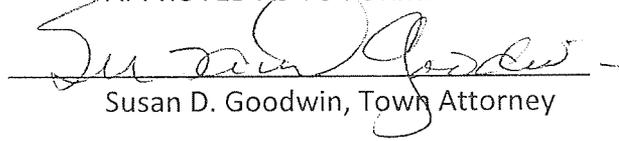
Terry Nolan, Mayor

ATTEST:



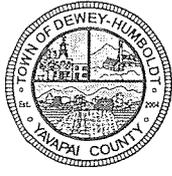
Judy Morgan, Town Clerk

APPROVED AS TO FORM:



Susan D. Goodwin, Town Attorney

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Town of Dewey-Humboldt
Adopted August 16, 2011

Town Of Dewey-Humboldt Code of Ethics

Ethics is defined here as the rules or standards governing those persons functioning as representatives of the Town of Dewey-Humboldt. These rules and standards are based upon a set of values judged to be moral to the extent that they enhance society and an individual's relationship to others.

A representative of the Town of Dewey-Humboldt is defined here as a public official, elected or appointed, salaried or unpaid, including the mayor, Town council members, any board or commission member and staff.

The purpose of this code is to establish ethical standards of conduct for these public officials acting in their official public capacity.

I. Responsibilities of Public Office

By oath of office each representative is responsible to uphold the Constitution of the United States, the Constitution of the State of Arizona, and the ordinances and regulations of the Town of Dewey-Humboldt. The public official shall perform his or her obligations in a manner that is impartial and responsible to all people.

The public official shall not use his position for personal or monetary gain.

The public official shall not disclose confidential information concerning the property, government, or affairs of the Town of Dewey-Humboldt without proper legal authorization.

II. Conflict of Interest

This code shall reinforce any existing affirmation regarding conflict of interest contained in the public official's oath of office. When acting in a public capacity, the public official shall abstain from participating in discussion and vote on any pending matter that would result in his financial or private gain.

The public official shall not directly or indirectly solicit, accept or receive any gift--whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form that could be reasonably inferred to influence the performance of his official duties and actions or serve as a reward for any official action.

III. Conduct in Public Office

The public official shall not discuss or divulge confidential information acquired by him in the course of his official duties nor shall he use this information for his own personal interest.

The public official shall respect the rights, privileges and opinions of his fellow officials. Propriety dictates that the public official be sensitive to the possible confidential or personal nature of directives addressed to other individuals.

IV. Compliance and Enforcement with the Dewey-Humboldt Code of Ethics.

When Public officials assume their duties they have an obligation to abide by this code of ethics. Any possible violation of this code should be reported to a member of the council, or in

the case of staff, to the Town Manager. This alleged violation may be put on a future council meeting agenda if appropriate, with notification to the alleged violator. If the alleged violation is believed to be a criminal matter it should be reported to the proper authorities.

All public officials are expected to honor the mandates set forth in the Town of Dewey-Humboldt Code of Ethics.

Town of Dewey-Humboldt Code of Ethics

The undersigned acknowledges receipt of the Town of Dewey-Humboldt Code of Ethics this 9th day of the month of August, 2011.

Signature

Print Name

Public office or position held

 <p>TOWN OF DEWEY-HUMBOLDT PUBLIC BODY RULES OF POLICIES AND PROCEDURES</p>	<p>PG № TC12-01</p>
<p>All Public Bodies : Town Council, Board, Commission, and Committees</p>	<p>Effective Date:</p>
<p>Subject: <i>Telephonic Attendance</i></p>	

1. **Purpose:** To establish guidelines for participation in Public Meetings by telephone or video conference.

2. **Scope:** This policy applies to all public bodies of the Town. In this Policy, “public bodies” shall mean the Town Council and all boards, commissions and committees of the Town.

3. **Background:**
 - 3.1. Pursuant to Dewey-Humboldt Town Code Section 31.16 Organization and Conduct (C), the conduct of board, commission, and citizen committee meetings is governed by the same rules of policy and procedure as the Town Council.

 - 3.2. Pursuant to Town Code Sections 32.15 and 32.16, the Town Council is authorized to establish written policies outlining and defining town matters within the powers and duties granted to the town council under state law and ordinances.

4. **Attendance Policy:**
 - 4.1. Members of the Town’s public bodies shall attend meetings in person, if possible but may attend a maximum of two (2) meetings per year by telephone or video conference if circumstances prevent attendance in person.

 - 4.2. When a member is unable to attend a meeting in person, he/she may attend the meeting by telephone or video conference, provided:
 - 4.2.1. He/she has not exceeded his/her maximum limit of telephone or video conference attendance of 2 times per year; and,

 - 4.2.2. The Public body member has provided at least twenty-four (24) hour advance notice to the Town Clerk of the necessity for him/her to attend the meeting telephonically.

5. **Open Meeting Law Compliance Policy.**
 - 5.1. The definition of “meeting” in the Open Meeting Law of the State of Arizona includes participation in a meeting of the public body by telephone and video conference.

 - 5.2. Notice of all meetings of Town public bodies shall include notification of the possible attendance of a member by telephone or video conference.

- 5.3. Facilities will be used at the public body meeting to permit the public to observe and hear all telephone or video communications.
- 5.4. The minutes of the public body meeting shall clearly set forth which members were present in person and which were present by telephone or video conference. The minutes shall also describe the procedures followed to provide the public access to all communications during the meeting.

TERRY NOLAN, MAYOR _____

ATTEST:

JUDY MORGAN, TOWN CLERK _____

Notes: _____

 <p>TOWN OF DEWEY-HUMBOLDT PUBLIC BODY RULES OF POLICIES AND PROCEDURES</p>	<p>PG № TC12-02</p>
<p>All Public Bodies : Town Council, Board, Commission, and Committees</p>	<p>Effective Date:</p>
<p>Subject: <i>parameters of obtaining legal services</i></p>	

1. **Purpose:** To establish guidelines for staff, individual council members, and all boards, commissions and committees to obtain legal services from the Town Attorney.
2. **Scope:** This policy applies to all town staff members, councilmembers and public bodies of the Town. In this Policy, “public bodies” shall mean the Town Council and all boards, commissions and committees of the Town.

3. **Background:**

3.1 The Town does not have a full time attorney on staff but contracts with a qualified legal firm to perform legal services for the Town on an as-needed basis. The town attorneys represent the Town of Dewey-Humboldt Town Council and the Town as a governmental entity. The Town Attorneys do not represent individual members of the Town Council, staff or citizens of the Town. Town Council recognizes the necessity of obtaining legal opinions for decision deliberation and legal services with respect to other matters such as contracts, employment issues, public records, elections, ordinances and other legal issues that may arise from time to time. The Town Council also recognizes that as public bodies of the Town, the Town’s boards, commissions, and committees and its members may encounter legal issues and have specific questions for the attorneys. In order to conserve Town funds and avoid obtaining unnecessary or redundant legal services, the Town Council hereby establishes a centralized and unified process for contacting the Town Attorney.

3.2 Pursuant to Town Code Sections 32.15 and 32.16 the Town Council is authorized to establish written policies outlining and defining town matters within the powers and duties granted to the Town council under state law and town ordinances.

4. **Policies:**

4.1 Nonessential contacts with the City Attorney are prohibited for all staff members and members of public bodies.

4.2 All staff members shall obtain permission from the Town Manager prior to contacting the town attorneys for services.

4.3 All requests for legal advice regarding an issue related to a committee, commission or board shall be made through the chair. The chair may submit a request form stating the specific question the public body needs answered to the Town Clerk for the Town Manager to process. If the Town Manager believes that the amount of time required is more than 15 minutes, the question will be put on the agenda for Council approval. Otherwise, it will be forwarded to the Town Attorney to answer without the Council approval.

4.4 The Town Manager is the Council's point of contact to contact the attorneys. Councilmembers' requests for legal advice shall be directed to the Town Manager.

4.5 If the matter is urgent or time-sensitive and the Town Manager is unavailable due to sickness or otherwise out of the office, the Town Manager's designee or the Town Clerk will assume the duties outlined in this policy relating to Town Attorney services.

4.6 Legal research results and opinions on specific questions will be disseminated to all Council members and staff, at the discretion of the Town Manager.

TERRY NOLAN, MAYOR _____

ATTEST:

JUDY MORGAN, TOWN CLERK _____

Notes: _____

 <p>TOWN OF DEWEY-HUMBOLDT PUBLIC BODY RULES OF POLICIES AND PROCEDURES</p>	<p>PG № TC12-03</p>
<p>All Public Bodies : Town Council, Board, Commission, and Committees</p>	<p>Effective Date:</p>
<p>Subject: <i>Council and other Public Bodies Training and Travel</i></p>	

1. **Purpose:** To establish guidelines for Mayor and the Council and all public bodies’ training and travel at Town’s expense.

2. **Scope:** This policy applies to all public bodies of the Town. In this Policy, “public bodies” shall mean the Town Council and all boards, commissions and committees of the Town. It does not include Town Staff.

3. **Background:**
 - 3.1. Town Council has determined that it is in the Town’s best interests to create policy to reimburse training and travel expenses of the Mayor and councilmembers in conducting official business of and for the benefit of the Town.

 - 3.2. Pursuant to Town Code Sections 32.15 and 32.16, the Town Council is authorized to establish written policies outlining and defining town matters within the powers and duties granted to the town council under state law and ordinances.

4. **Public Body Travel Policy:**
 - 4.1. Authorized travel, lodging and other reasonable expenses incurred as a result of members of the Public Bodies attending out-of- town trainings or meetings that are town business related may be paid for or reimbursed by the Town pursuant to Administrative Regulation No. 10-04 (attached).

 - 4.2. “Authorized travel expenses” are expenses incurred as a result of a member’s attending trainings or meetings that are made upon the Town Council’s request or designation, or that are consistent with the member’s official duties at the Town Council’s discretion. Council’s pre-authorization is required in order for town staff to process individual public body member’s travel expense reimbursement request unless the travel expense has been specifically approved and included in the annual budget. In any case, the attendance at the training would benefit the Town.

 - 4.3. Public body members who use Town funds to attend trainings or meetings will provide a written summary of the training or meeting within 30 days following the event. All materials and publications related to the training shall become the property of the Town.

TERRY NOLAN, MAYOR _____

ATTEST:

JUDY MORGAN, TOWN CLERK _____

Attachment:

Administration Regulation 10-04 - Travel Expenditures Policy and Procedures and associated forms
(adopted in June 2010)

1. **SCOPE.** This policy applies to all Town staff, Council, Committee, Commission and Board Members.
2. **PURPOSE.** To facilitate travel payment requests, reimbursements, reconciliations, and vendor payments, while meeting Internal Revenue Service (IRS) requirements. To provide clear and consistent guidelines for purchasing card payments, and reimbursement of business-related expenses incurred by a Town of Dewey-Humboldt traveler while traveling to engage in Town business.
 - 2.1. This policy ensures that Town employees and officials follow appropriate procedures when arranging for travel, lodging, and other reasonable expenses incurred as a result of traveling to conduct authorized Town business. This policy is also to ensure that payments made by the Town are for actual and necessary expenses incurred for Town business.
 - 2.2. The guidelines outlined within this policy are considered reasonable, and all Town of Dewey-Humboldt travelers (employees, contract staff, Town Council, Committee, Commission and Board Members) are expected to manage their travel expenditures according to this policy.
3. **TRAVEL EXPENDITURE POLICY.** Travel expenses are not only one of the most scrutinized expenses (public and private) that the Town of Dewey-Humboldt pays, but the IRS also heavily regulates them. The IRS allows that payments for business and training travel may be made without being taxed to the employee as long as the company maintains an "accountable plan." To be considered an "accountable plan," a business-expense reimbursement arrangement must meet three conditions:
 - 3.1. **BUSINESS CONNECTION** - Payments made under the plan must be for work-related expenses.
 - 3.2. **SUBSTANTIATION** – Travelers must substantiate, within a reasonable period of time, the amount, time, use, and business purpose of the allowance or expense payment.
 - 3.3. **RETURN OF EXCESS PAYMENTS** – Travelers must be required to return, within a reasonable period of time, any amounts that exceed their substantiated expenses.

These guidelines must be followed in order to retain the Town's "accountable plan" status with the IRS. Any allowances (lodging, ground transportation, etc.) advanced for a traveler must be supported by a Post Travel Reconciliation within 21 working days after return date of travel or the Town may initiate the process of converting all allowances provided into taxable compensation to the traveler.

- 3.4. All Town travel reconciliations will be routinely audited to ensure they follow proper Town of Dewey-Humboldt guidelines and IRS regulations (**not to mention they are subject to regular press inquiry**). Travel expenses submitted without receipts may not be reimbursed as an allowable business expense under an accountable plan (per IRS guidelines).
- 3.5. THE ADVANCE TRAINING/TRAVEL REQUEST (**ATR**) AND POST TRAVEL RECONCILIATION (**PTR**) Form is required for all Town travel - regardless of whether costs are paid by purchasing card. The purchasing card purchases are to be listed on the Travel form as Town pre-paid items.
- 3.6. BUSINESS TRAINING AND CONFERENCES EXPENSES are budgeted in account code 6020 "Training and Travel." **Overnight** Training/Business Travel Expenses is defined as all travel-related expenses when traveler cannot travel to, conduct Town business and return travel within a full work day, e.g., 10 hours maximum. Travel and business that requires less time than this does not justify overnight stay and added travel expenditures for room, meals and transportation, unless the Town Manager specifically authorizes an exception. Registration and/or mileage expenses for "Same Day Training/Business Expenses" should also be charged to account 6020.

3.7. **PURCHASING CARD.** The Town Purchasing Card can be used to pay for airline tickets, registration fees for conferences and seminars, hotel lodging charges, restaurant meals, rental car, taxi or shuttle. The Town Purchasing Card cannot be used to pay for alcohol, tobacco, prohibited goods and services or non-Town employee expense (i.e. airfare, hotels, etc.). See AR 09-03 Credit Card Procedures for additional reference.

3.8. The **ATR** Form is required for all Town travel - regardless of whether costs are paid by purchasing card. The purchasing card purchases are to be listed on the Travel form as Town pre-paid items.

3.9. **INSURANCE.** To reduce the risk of injury, all travelers are to wear seat restraints at all times when riding in ground transportation. If a traveler is involved in an accident while traveling on Town business, first seek medical attention if so required. If possible, gather information about the incident such as names of persons involved and/or the police officer that was at the scene, and all that. Report the information to the Town Manager and your immediate supervisor at the earliest possible time.

3.9.1. If a traveler is involved in an accident while driving his/her personal auto on authorized Town business, the traveler should first contact his/her insurance agent to report the accident. Then contact the Town Manager (or Designee) with details regarding the incident.

3.9.2. Non-Town employees (guests) are not permitted to use/drive a Town rented vehicle. However, allowing guests to accompany a Town employee/contract staff in a rental or personal vehicle is permissible so long as the guests are part of the normal course of Town business.

3.10. **NON-REIMBURSABLE EXPENSES** include:

3.10.1. Trip or personal accident insurance policies.

3.10.2. Personal automobile insurance or maintenance.

3.10.3. Damage to a traveler's personal vehicle that was used while on Town business.

3.10.4. Personal medical expenses (should be submitted under traveler's own medical insurance).

3.10.5. Theft, loss, or damage to personal luggage or property (should be submitted under the traveler's own insurance coverage).

3.11. **CONFERENCE/SEMINAR REGISTRATION FEES.** The cost of registration shall be included on the **ATR** Form. If indicated on the form, Accounts Payable will send a Town check for registration fees directly to the sponsoring agency. Include a copy of the conference/registration form, and supporting documentation indicating the purpose/business nature of the trip (e.g., travel brochures, bulletins, etc.) with the Travel Request form.

Note: the registration cost must be included on the ATR Form, even if paid by purchasing card, so that the total cost of the trip can be determined.

3.12. **AIR TRAVEL.** Air coach transportation will be limited to an economy class commercial air carrier for out-of-state travel. All airfare bookings will be arranged by Finance after review of at least three comparable price quotes to substantiate that the traveler obtained the most cost-effective rate to the Town that meets their business travel needs. In some cases, the lower airfare may require the traveler to endure a connecting flight or slightly longer layover between flights. When the lowest fare requires multiple connections or very lengthy layovers, it may make business sense to select an alternate to the lowest fare. The decision for selecting the most appropriate and cost-effective option shall be made with input from Finance, traveler, and management.

3.12.1. The price quotes may be obtained through web-based travel services or directly from the travel providers (for example: Orbitz, Travelocity, Expedia, etc. and Southwest Airlines). Criteria for flight selection should be based on the lowest available commercial airfare, taking into consideration cost, expediency, and the carrier. All three price comparisons must be attached to the **ATR** Form when submitted to Finance. Note: If the travel destination is one of Southwest Airlines' posted destinations, one of the required three quotes must be from Southwest Airlines. If the traveler declines the lowest available fare, additional justification may be requested by Finance to support the alternate choice and will be attached to the **ATR** Form.

3.12.2. Travelers are expected to have their trips authorized early so that airfare arrangements can be made at least 21 days prior to travel to take advantage of less expensive flight options. Waiting until the last minute becomes extremely costly to the Town. Airfare arrangements made less than 21 days in advance shall have documentation explaining as to the business necessity for last minute travel arrangements that will be attached to the **ATR Form**.

3.12.3. When a traveler makes personal stops enroute to a business destination, the traveler will only charge the Town up to the cost of a round trip coach ticket from Phoenix to the business destination. Travelers shall obtain documentation supporting the cost of the round trip coach ticket from Phoenix to the business destination point at the time the ticket, including personal stops enroute is purchased. The documentation supporting the amount that is reimbursable to the traveler shall be submitted as part of the travel reconciliation. All additional non-business cost must be paid by the traveler.

3.12.4. Use of other modes of transportation (bus, rail, rental car, Town vehicle, and personal vehicle) may be required based on circumstances of travel that render air transportation uneconomical or impractical. It is recommended that the number of Council Members and/or Town management staff traveling on the same flight be limited to three, in the event of a serious accident.

Note: The cost of the airline tickets must be included on the ATR form, even though they are paid by purchasing card, so that the total cost of the trip can be determined.

3.13. LODGING. When possible, in most instances, traveler shall stay in the hotel where the event is taking place. This will reduce the need for a rental car, daily parking expense for the rental car, or other ground transportation expense. All hotel arrangements shall be made by Finance. There may be instances where the room rate offered by the conference is lower than what can be obtained on the Internet or through need for additional ground transportation expense for an offsite hotel. Travelers should always inquire about government room discount rates and the event's discount rate.

3.13.1. Hotels usually request a credit card number to reserve the first night's stay and one night's charge may be required. During the reservation process, Finance will request a Credit Card Authorization Form (CCA) from the hotel. It is important to note that the CCA form be faxed to the hotel with a direct call to confirm receipt 1 week in advance of arrival. Any time sooner runs the risk of the form being "misplaced" by the hotel staff. Valid charges are to be specified on the CCA form and they include lodging, tax, parking, internet connection and local calls *only*. Movies, room service and personal items are not to be approved under any circumstances.

3.13.2. The "paid" lodging receipts must accompany the **ATR Form** whether the receipt amount matches the requested amount or not. Any meal or room service charges on the hotel bill, not paid directly by the traveler, shall be denied. **Note: The cost of the hotel must still be included on the ATR Form, even if paid by purchasing card, so that the total cost of the trip can be determined.**

3.14. MEALS & INCIDENTALS. Itemized receipts can be submitted for all reasonable meals and incidentals incurred while traveling (no alcohol, tobacco, reading material, personal items, etc.). Receipts for laundry will only be reimbursed if the trip required the traveler to stay overnight for more than 4 consecutive days. All expenses must be actual and clearly substantiated prior to reimbursement. Documented evidence, e.g., a itemized receipt, is required before reimbursement will be made.

3.14.1. Meal and incidental expense reimbursement is only allowed when it is necessary to stay overnight to conduct Town business. Travelers attending half-day or one-day training or conferences at which the traveler expects to return to work within a normal workday, (e.g., 10 hours) will not be reimbursed or advanced.

Note: the cost of the meals and incidentals must still be included on the ATR Form, even if paid by purchasing card, so that the total cost of the trip can be determined.

3.15. GROUND TRANSPORTATION. It is the traveler's responsibility to use the most economical means available for ground transportation and parking in order to maintain control over their departmental travel budget. In most cases, it is more reasonable to take a taxi, public transportation, or hotel transportation instead of renting a car.

3.15.1. Mileage from the traveler's normal place of work to the airport is considered an appropriate ground transportation charge. The mileage must be noted on the **ATR** Form and will be reimbursed at the standard mileage rate. Mileage from home to airport is not reimbursed.

3.15.2. When air, bus, or rail transportation is used, expenses for local transportation, such as taxicab and bus fare, will be allowed whenever such transportation is necessary to conduct Town business. Travelers should check ahead to see if a shuttle service is available for airport pick-up to conference or seminar locations. It is the traveler's responsibility to use the most economical means available for transportation and parking in order to maintain control over their departmental travel budget. Typical Shuttle service to Sky Harbor Airport currently charges \$34 one way and \$56 round trip per person with multiple pick-up and drop-off locations. Transportation and parking at Sky Harbor should not ordinarily exceed the cost of using the shuttle service.

3.15.3. To reduce the risk of injury, all travelers are to wear seat belt restraints at all times, when riding in ground transportation. If a traveler is involved in an accident while traveling on Town business, first seek medical attention if so required. If possible, gather information about the incident (e.g., names of persons involved and/or the police officer that was at the scene, etc.) as possible. Report the information to the Town Manager and your immediate supervisor at the earliest possible time.

3.16. PERSONAL AUTO USAGE. Travelers will be reimbursed for authorized use of their personal vehicle for Town business. The mileage reimbursement rate per mile will be updated periodically in accordance with the approved IRS guidelines www.irs.gov. The origination and destination addresses of the trip and the number of miles must be indicated on the **ATR** Form.

3.16.1. Though a personal vehicle may be used in lieu of air travel, mileage reimbursement shall not exceed the cost of refundable round trip air transportation (economy class) for a reservation made at least 21 days in advance of the trip. Miles traveled must be included in the *Estimated Travel Costs* portion of the **ATR** Form when the rate times the number of miles driven is being reimbursed. If airfare is the lesser, state that fact and request the amount of the airfare. Include a copy of an airfare quote (at least 21 days in advance) to substantiate the dollars requested.

3.16.2. Mileage will be reimbursed only for the miles in excess of the traveler's normal commute to Town offices, e.g., IRS regulations provide for reimbursement from work site to work site not including miles from home to work. Tolls and parking fees are considered reimbursable if incurred while driving for Town business (excluding to and from work).

3.16.3. If a traveler is involved in an accident while driving his/her personal auto on authorized Town travel, the employee's insurance coverage shall be deemed primary. The employee must first contact his or her own insurance agent to report the accident. Then contact the Town Manager with details regarding the incident.

3.17. RENTAL CARS. Travelers shall inquire about all ground transportation and use the most economical in figuring comparative costs. For example: the costs for shuttles, buses or taxis, are almost always less than rental cars. Information should be obtained about available ground transportation and costs from the organizations sponsoring the conference or training. It is expected that the traveler will take steps to ensure the Town gets the best possible rate. Travelers shall maintain documentation supporting the need for a rental car and that the chosen car rental was procured using the best possible rate to the Town. Travelers should base the quote on a standard or economy car model and obtain the following information in order to accurately estimate the total rental car cost. Travelers must ask about these items, otherwise, it is likely that the traveler will be given the base rental rate only which will not give a true estimate of costs.

3.17.1. The base 24-hour rental rate.

3.17.2. Availability of grace periods (many agencies will allow up to 59 minutes grace, or no charge for use beyond the 24-hour period).

3.17.3. Hourly pro rata cost beyond the 24-hour period.

3.17.4. Mileage costs, if any.

3.17.5. Applicable tax.

- 3.17.6. Any special or discount rates available.
- 3.17.7. The Town maintains the appropriate domestic car insurance coverage for its traveling employees. Therefore, you should decline all insurance when entering into a car rental agreement for business use in the US or Canada.
- 3.17.8. Travelers should fill up the gas before returning the car to avoid the high gasoline service charge assessed by the rental company. In some instances, the rental car agency offers their gas at a discounted price that is obviously lower than the market price. Traveler discretion is advised in all cases and the rental car receipt should be documented accordingly.

Note: the cost of the chosen transportation method must be included on the ATR Form, even if paid by purchasing card, so that the total cost of the trip can be determined.

- 3.18. TELEPHONE CALLS. During travel, all business-related telephone calls will be reimbursed. Documented evidence, e.g., a itemized statement, is required before reimbursement will be made.
- 3.19. NETWORK LAPTOP COMPUTER USAGE. Hotel charges for telephone lines to accommodate computer network usage can be very expensive and use should be limited to carrying out Town business which is absolutely necessary while traveling. Note: Travelers must take extra care to safeguard computer equipment and data when traveling.
- 3.20. TIPS. Reasonable and customary tips are reimbursable when incurred in the conduct of Town business. Tips are to be written in on the bottom of the receipt (i.e. hotel, taxi, restaurant, etc.) thereby becoming a part of the total of the particular expense category. The following are suggested guidelines for the most common tip occurrences:
 - 3.20.1. Restaurant tips should be 15%-20% depending on level of service.
 - 3.20.2. Tips for handling luggage should not exceed \$1 per piece of luggage.
 - 3.20.3. Room service tips are usually included in the bill.
 - 3.20.4. Taxi/shuttle driver tips should be 10%-15%. These tips are included as a ground transportation expense and can be reimbursed upon return as necessary.

Note: Local customs and circumstances should determine actual expenditure. For example, when traveling outside of the U.S. tips are typically included in the restaurant bill.

- 3.21. LAUNDRY SERVICE. Laundry and valet costs are reimbursable only if the duration of the trip is (a) longer than 4 consecutive days (does not include personal travel days), or (b) the traveler is unexpectedly required to extend a trip beyond its intended duration. When the above criteria are met, laundry expenses shall not exceed a reasonable amount.
- 3.22. GARAGE AND PARKING FEES. It is the traveler's responsibility to use the most economical means available for transportation and parking in order to maintain control over their departmental travel budget. Travelers should also consider the airports less expensive long-term parking for a trip that will last more than one day. Typical Shuttle service to Sky Harbor Airport currently charges \$34 one way and \$56 round trip per person with multiple pick-up and drop-off locations. Transportation and parking at Sky Harbor should not ordinarily exceed the cost of using the shuttle service. Check the per-day parking rate at the chosen hotel. These rates can be quite expensive and possibly above and beyond other ground transportation services that can be utilized each day.

Note: The cost of garage and parking fees must be included on the ATR Form, even if paid by purchasing card, so that the total cost of the trip can be determined.

- 3.23. PERSONAL TRAVEL. Travelers may arrange for an extra night stay over and/or a personal stop en route to a business destination, provided they reconcile and pay all additional expenses. All guest expenses are non-reimbursable and should not be included on any Town travel form.
- 3.24. POSTAGE. As needed for Town business.
- 3.25. MEALS PROVIDED FOR BUSINESS MEETINGS. In the course of Town of Dewey-Humboldt business, Upper Level Management travelers may be required to host affiliates or others for lunch, dinner, etc. Such occasions should not be extravagant or unreasonable and must meet a definite

business purpose. A fully itemized receipt that documents the expense including the date, name and location of the meeting, and the name and company of those who attended the business function must support the occasion, as well as the Town of Dewey-Humboldt business need for the expense. All business meals incurred while hosting appropriate business affiliates are fully reimbursable as long as the cost is within reason. However, the purchase of alcoholic beverages will not be reimbursed and should not be included on the reconciliation form. Also see purchasing card section regarding use for meal expenses.

3.26. MISCELLANEOUS. Any other Town business related expense should be documented and may be reimbursed pending approval by the Town Manager and Finance as long as the expense is reasonable and complies with the Town's travel policy.

3.27. NON-REIMBURSABLE EXPENDITURES. The Town reserves the right to refuse to reimburse a traveler for (a) a charge that is not in accordance with the policy set forth herein; (b) a portion of the charge that exceeds the limit set forth in the policy; (c) any charges that are incurred that are not necessary for the conduct of the Town's business; and, (d) charges that are not substantiated by proper documentation and a **fully itemized receipt**. All expenses must be actual and clearly substantiated prior to reimbursement.

Note: There are certain common expenses that the Town believes are not necessary in the performance of the Town's business. A list of non-reimbursable items is below. This is not meant to be an all inclusive list:

3.27.1. Personal travel - Any personal expenses and all expenses related to inclusion of a guest while traveling during the trip. Non-business/personal air travel, auto rental, and hotel arrangements cannot be charged to your Town purchasing card. These expenses must be billed on a personal credit card or paid with personal funds and kept separate from Town travel.

3.27.2. Unauthorized attendance at conventions, meetings, or conferences.

3.27.3. Personal reading material including subscriptions for periodicals or magazines.

3.27.4. Fines or penalties for parking or traffic violations.

3.27.5. Hotel late charges for failure to notify and/or cancel reservations.

3.27.6. "Incidental Expenses" for tips and gratuities for baggage, maid, meals, etc., should be included as part of the post travel reconciliation along with lodging and ground transportation receipts. No additional allowance will be made for tips or gratuities.

3.27.7. Personal phone calls that exceed limitations as specified in this AR.

3.27.8. Personal entertainment (including hotel room movies and health club).

3.27.9. Alcohol.

3.27.10. Tobacco.

3.27.11. Cost of travelers checks.

3.27.12. Incidentals (barber, manicurist, or shoeshine, etc.)

3.27.13. Purchase of luggage, briefcases, etc.

3.27.14. Trip insurance policies.

3.27.15. Personal automobile insurance or maintenance.

3.27.16. Damage to a traveler's personal vehicle that was used on Town business.

3.27.17. Medical expenses (should be submitted under traveler's medical insurance).

3.27.18. Theft, loss, or damage to personal luggage or property (should be submitted under the appropriate insurance).

3.27.19. Gifts, cards or donations.

3.27.20. Any expenses incurred by the traveler's family or guests.

- 3.27.21. Any expenses deemed to be excessive and/or not justified for Town business per the traveler's manager.
- 3.27.22. When Town employees are paid by outside companies to attend or speak while on Town-paid travel, those proceeds (compensation) received must be deducted from the travel expense amount paid by the Town or that the Town is requested to pay.
- 3.27.23. Town travelers may stay with a friend or relative while traveling; however, the Town will not reimburse for any payment to the friend or relative for lodging, meals, or transportation.
- 3.27.24. Expenses incurred as part of election campaign activities shall not be reimbursed.

Note: If it is later determined that expenses covered by prepayment to a sponsoring or service providing organization or by advance payment or reimbursement to a Town traveler do not comply with this policy, the value must be refunded by the benefiting Town employee.

3.28. RESPONSIBILITIES. All Town travelers must obtain an approved Training & Travel Request and Reconciliation Form prior to any travel arrangements. The Town Manager may sign his/her own Training & Travel Request and Reconciliation Form. All other travel request forms must be approved by the Town Manager and Finance.

3.28.1. Each Department Head is also responsible for ensuring travel requests submitted by their subordinates is consistent with Town policy and has met all the advance requirements of the regulation. Before the Employee request for training and/or travel has been approved, the traveler must prepare a **ATR** Form. Responsibility for review and pre-approval of the **ATR** Form is delegated to Directors and Managers within each department. It continues to be the primary responsibility of the Directors and Managers within each department to ensure validity of travel, and that all expenses are properly documented and correctly incurred within the guidelines of the Town travel expense policy. Management is also responsible for providing/communicating the Town's travel guidelines to all Town travelers.

3.28.2. An **ATR** Form for all staff must include the approval, review and signature of the Town Manager and Finance.

3.29. PROGRAM/PROCESS CONTROLS. Internal management controls and oversight include:

3.29.1. Requires advanced travel estimates and pre-approval from upper level management prior to travel arrangements. This approval must be obtained whether the trip is paid by Town funds or the meeting/conferences hosts or sponsors pay for the trip.

3.29.2. Requires approval of two levels of management above the traveler on the **ATR** Form. An approved form is required whether the trip is paid by Town funds or whether the meeting/conferences hosts or sponsors pay for the trip.

3.29.3. Requires timely submittal of travel reconciliation.

4. TRAVEL PROCEDURES:

4.1. TRAVELER.

4.1.1. Download and prepare an **ATR** Form, attach support for travel estimates, (e.g. Conference Brochure, registration form, maps, quotes.) The **ATR** Form must be submitted to Finance **no less than six weeks before the travel date, if airfare is involved** otherwise, three weeks.

4.1.2. Use estimates and other expense information (e.g. shuttle, mileage, meals estimates) to complete the **ATR** Form. Copies may be obtained on the Town S-drive in the Forms folder.

4.1.3. Obtain airfare price comparisons using Orbitz, Travelocity, or Expedia and Southwest Airlines or three separate airlines (with Southwest Airlines as one of the airlines) to secure the best possible cost to the Town (i.e., airfare, shuttles, etc.), see §3.11.

4.1.4. Once the Employee request **ATR** Form has been approved, travel arrangements shall be made (hotel, airfare, etc.) by Finance. Travel expenses, such as conference registration or hotel accommodations, can be paid directly to the vendor by Town check or purchasing card. Airfare accommodations can be paid directly by Town purchasing card. Be sure to include any expenses

that have been pre-paid by purchasing card on the form. The traveler cannot sign his/her own travel request unless specifically authorized by §3.25 of this policy. The traveler's supervisor or manager who has signature authority for the charge center must sign the request.

4.1.5. While traveling, it is the traveler's responsibility to obtain **itemized** receipts for **all** expenses incurred. Collect all receipts for lodging, cab fare, shuttle fare, business calls etc., and turn them in with your post travel reconciliation.

4.1.6. Upon return from the trip, the Post Travel Reconciliation (**PTR**) portion of the travel form must be completed, approved (signed by supervisor/manager) and submitted within 21 working days after return date of travel. All receipts must be included as required, including receipts when purchasing card was used to arrange the training/travel (Finance). No expenses will be reimbursed without an itemized receipt.

Important Note: If the Post Travel Reconciliation is not completed and submitted to Finance within the 21-day period or if receipts are not included, lodging and any ground transportation expenses may be denied and/or considered taxable wages and added to the traveler's payroll records.

4.1.7. Have the post travel reconciliation reviewed and approved by authorized management.

4.2. UPPER LEVEL MANAGEMENT/DEPARTMENT HEAD.

4.2.1. Review the form as it relates to the employee's training plan. Confirm that the proposed training meets the requirements for the position. Affirm that the training event is listed in the current budget, that the estimated amount is available in the employee's training budget and that the funds are available.

4.2.2. Review and verify the Request for Training and/or Travel Form for completeness per requirements in all sections.

4.2.3. Confirm that coverage for the employee absence will be possible.

4.2.4. Initial the form to indicate that you approve the training and have verified coverage for the dates and times proposed; forward to Finance.

4.2.5. Once the traveler returns, require the traveler to complete and submit the Post Travel Reconciliation portion of the travel form within the next few weeks after travel (the form must be in Finance no later than 21 working days after return date of travel) for your approval. Review all after trip expenses and ensure that all Town policies have been followed and that the appropriate documentation is enclosed. Approve the travel and expenses by signing in the post travel section and ensure that it reaches Finance within the time period allowed.

Important Note: If the Post Travel Reconciliation is not completed and submitted to Finance within the 21-day period or if receipts are not included, lodging and any ground transportation expenses may be considered taxable wages and added to the traveler's payroll records.

4.3. TOWN MANAGER AND FINANCE (SIGNATURE AUTHORITY).

4.3.1. Finance: Administer the Town travel process.

4.3.1.1. Confirm the data on the form and supporting documents.

4.3.1.2. Receive the Travel and Training Requests and the Post Travel Reconciliations. Ensure that all documentation is included and that Town policies have been followed. Checks will be printed per policy guidelines.

4.3.1.3. Verify the training event is listed in the employee's training plan.

4.3.1.4. Verify the training event is listed in the current budget, that the estimated amount is available in the employee's training budget and that the funds are available.

4.3.1.5. If all of the requirements are met, sign the form and forward to Town Manager for final approval.

4.3.1.6. Log the training event in the training and travel spreadsheet.

- 4.3.1.7. Review the training and travel spreadsheet and contact any traveler that has not returned their post travel reconciliation within the specified timeframe.
- 4.3.1.8. If any of the requirements are not met; indicate the missing information and/or discrepancy and return the form to the employee's supervisor/manager.
- 4.3.1.9. Upon receipt of post travel reconciliation; review the details, expenditures figures and verify receipt(s) details. If the reconciliation is complete sign off and forward to Town management for a second signature.
- 4.3.1.10. If any of the post travel requirements are not met; indicate the missing information and/or discrepancy and return the form to the employee's supervisor/manager.
- 4.3.1.11. Upon receipt of Town Manager's approval process the reimbursement request with the next accounts payable check run.

4.3.2. Town Manager; Review and approve or deny.

5. DEFINITIONS/GLOSSARY.

Accountable plan: A business-expense reimbursement which meets certain conditions set by the Internal Revenue Service.

Advanced Training/Travel Request (ATR) and Post Travel Reconciliation (PTR) Form: The ATR portion of this form is submitted to Finance, along with required documentation, at least six weeks prior to overnight travel. The ATR is utilized to approve the travel and to request payment of travel expenses. The PTR portion of this form is submitted to Accounts Payable, along with required documentation, within 21 working days after return date of travel. The PTR is utilized to approve all final travel expenses and reconcile all advance payments and totals.

Employee Request for Training and/or Travel Form: Form used to justify the need to attend conference and training that requires overnight travel by Town staff. Must include all associated costs and justifications. The form is required to be approved prior to making any travel arrangements.

Ground Transportation: Local forms of transportation (i.e., taxi, shuttle, bus, subway, etc.)

Incidental expenses: Includes, but is not limited to, expenses for laundry, maid service, baggage handling or other fees and tips for services. Incidentals do not include taxi fares or the cost of telephone calls, which should be included in ground transportation or lodging expenses.

Itemized receipt: A detailed receipt received for goods and services, which specifically lists each individual charge and exactly what was purchased, total of all charges, method of payment, and remaining balance (if any).

Travel: A trip to conduct official Town business, which cannot be completed within a full workday and usually requires an overnight stay.

Upper Level Management: Town Manager, Finance Director, Charter Officials, Elected Officials, Department Head or Administrator.

6. FORMS.

Advance Travel Request (ATR) and Post Travel Reconciliation (PTR); This combination form must be completed for all Town travel (account #6020). The completed ATR/PTR form signifies that travel is required to conduct Town business and all travel pre-pays/advances and post-trip reconciliations and reimbursements have been properly reviewed and authorized as required by IRS guidelines for an Accountable Travel Plan. This form is the only form that will be accepted by Finance – all other forms will be returned to the requester.

The post travel reimbursement reconciliation (PTR part of the form) is submitted to Finance within 21 working days after return date of travel and must also be signed as stated above. The traveler may not sign approval for him/herself nor may a subordinate sign for approval.

All expenses relating to the travel must be recorded on the PTR form, whether Town check, personal check, Town purchasing card or cash paid the expenses. All reimbursements must be requested through this form. No travel reimbursements may be made through the Town's Petty Cash. The PTR form must be submitted after return from traveling regardless of whether or not any funds are due the traveler or the Town.

There can be no more than one traveler listed per form. Submit separate forms for additional travelers.

Expenses that are submitted without receipts may not be reimbursed, per IRS guidelines.

TOWN OF DEWEY-HUMBOLDT, ARIZONA

ADVANCE TRAVEL AND TRAINING REQUEST AND POST TRAVEL RECONCILIATION FORM

ADVANCE TRAINING AND TRAVEL REQUEST (ATR):

NAME: _____ POSITION: _____

PURPOSE OF TRAINING OR CONFERENCE (attach brochure, registration form etc.)

DATE(S) OF EVENT: _____

ESTIMATED TRAVEL COSTS (Mileage will be reimbursed at the current I.R.S. rate. *Include documentation such as Mapquest or Google Maps with start and end address.*

REGISTRATION FEE (no reimbursement for special events - tours, golf etc.). *Attach copy of Brochure.* _____

MEALS
Breakfast_____, Lunch_____, Dinner_____

LODGING ESTIMATE *Attach copy of Brochure.* _____

TOTAL ESTIMATED COST OF TRAINING AND TRAVEL \$ -

Authorization (Town Manager): _____

Review (Finance): _____

POST TRAVEL RECONCILIATION (PTR)

To be completed upon return.

REGISTRATION FEE: *Attach attendance receipt:* _____

ACTUAL MILEAGE: *Provide documentation and Start/End Addresses* _____

ACTUAL MEALS: *Receipts Required* _____

ACTUAL LODGING: *Receipts Required* _____

TOTAL COST: _____

Less Town pre-paid items: _____

TOTAL REIMBURSEMENT REQUEST: _____

Authorization: _____

Authorization: _____

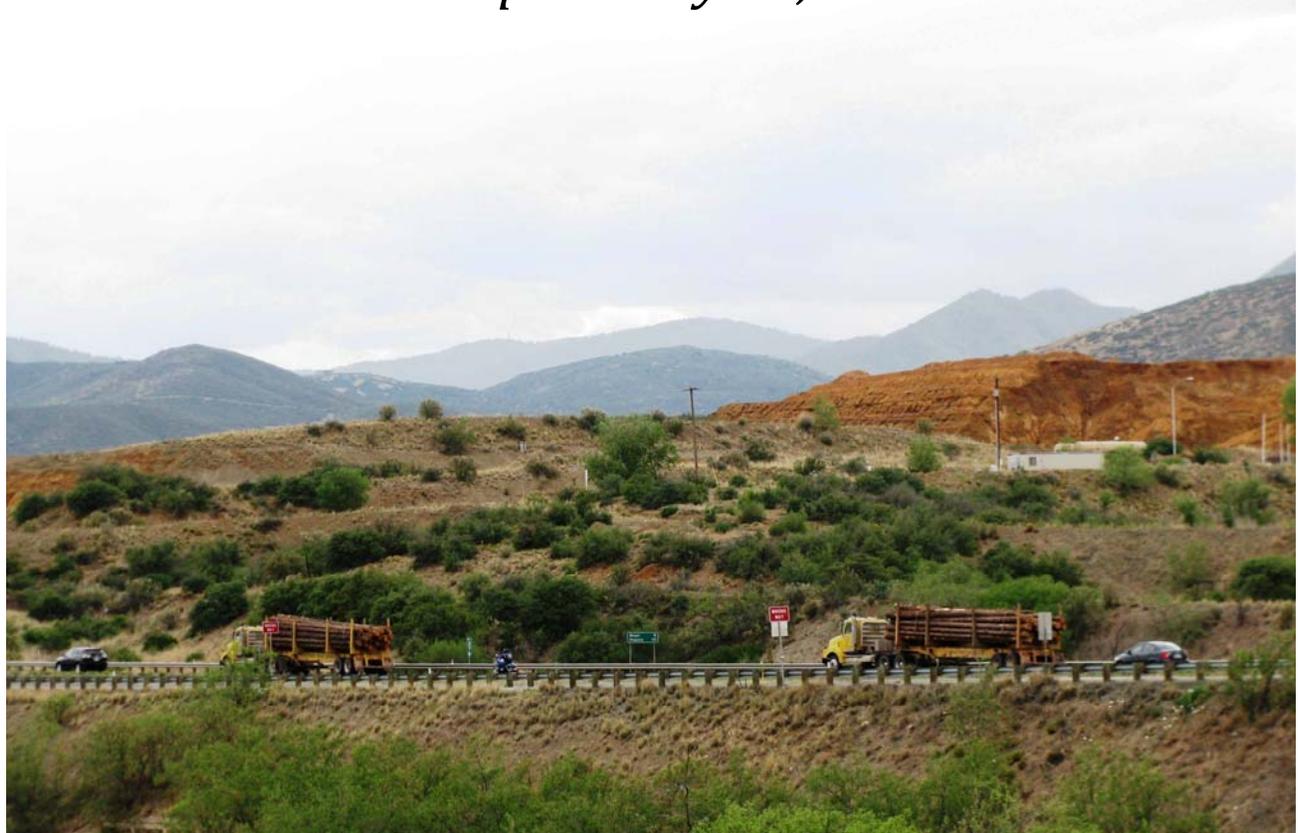
Date: _____ Check Number: _____

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Town of Dewey-Humboldt 2009 General Plan

Adopted May 19, 2009



Acknowledgements

The 2009 Dewey-Humboldt General Plan was prepared through a diligent effort by the citizens of Dewey-Humboldt, members of the General Plan Citizens Advisory Committee, members of the Environmental Issues Advisory Committee, the Planning and Zoning Advisory Commission, the Town Council and Town Staff. The General Plan was officially adopted by Council Resolution No. 09-64 on May 19, 2009.

Mayor and Town Council

Mayor Earl Goodwin

Vice Mayor Warren Rushton

Len Marinaccio	Floyd Wright
Donald Tebbe	Nancy Wright
Denise Rogers	

Planning and Zoning Commission

Doyle Wiste - Current Chair

Terry Nolan - Former Chair

Bob Bowman	Mike Generalli
Lydia Chapman	Andy Peters
Joe Garcia	

General Plan Citizens Advisory Committee

Joe Chancerelle	Len Marinaccio
Jack Hamilton	Mike Randall
Betty Joy	

Environmental Issues Advisory Committee

Treesha deFrance, Chair	Len Marinaccio
Bob Bowman	Mike Randall
Lydia Chapman	Denise Rogers

Town Staff

William Emerson, Town Manager

Judy Morgan, Town Clerk

Dennis Price, AICP, Community Development Director

Kevin Manley, Public Works Supervisor

Consultants

Dava Hoffman

Dava & Associates, Inc.

Rick Counts

Counts Planning, LLC

RESOLUTION N^o 09-64

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, ADOPTING A GENERAL PLAN FOR THE TOWN PURSUANT TO A.R.S. §9-461.06; PROVIDING FOR ENDORSEMENT; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

Whereas, by the adoption of the “Growing Smarter Act” (1998 Ariz. Sess. Laws, Chap. 204, §21) as amended by 1999 Ariz. Sess. Laws, Chap. 222. §2, the Arizona Legislature required all cities and towns to adopt a General Plan;

Whereas, the Town Council believes that this 2009 General Plan accurately reflects the Council’s vision for the Town as a low-density, rural community;

Whereas, the Town Council believes that this 2009 General Plan is responsive to the opinions and analysis received from related agencies and through the public participation process;

Whereas, after the extensive public process in accordance with said enactments, a draft “2009 Dewey-Humboldt General Plan” was considered by the Dewey-Humboldt Planning and Zoning Commission at a public hearing held May 7, 2009, at the Dewey-Humboldt Town Hall, resulting in a vote by the Commission to recommend adoption of the same by the Town Council; and

Whereas, the Town Council considered the “2009 Dewey-Humboldt General Plan” at public hearings on May 12 and May 19, 2009, at the Dewey-Humboldt Town Hall, and adopted the same by this Resolution.

Now, Therefore, Be it resolved by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona:

1. General Plan Adoption. That certain document entitled "Town of Dewey-Humboldt 2009 General Plan", attached hereto and expressly made a part hereof, is hereby declared to be a public record within the meaning of A.R.S. §9-461.06, three copies of which are on file in the office of the Town Clerk and which are available for inspection by the public during normal business hours, and is hereby adopted as the new General Plan of the Town of Dewey-Humboldt, pursuant to ARS §§9-461.05 and 9-461.06.
2. Endorsement. That the Town of Dewey-Humboldt Town Clerk be authorized to endorse said 2009 General Plan to show that it has been duly adopted by the Town Council, pursuant to A.R.S. § 9-461.06(G).
3. Effective Date. That this Resolution shall be effective at the soonest date after its passage and approval, according to law.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this 19th day of May 2009.



Earl Goodwin, Mayor

ATTEST:



Judy Morgan, Town Clerk

APPROVED AS TO FORM:


Kenton Jones, Town Attorney

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INTRODUCTION

The Town of Dewey-Humboldt has prepared this General Plan in conformance with State law. It is a statement of the community's aims in maintaining a distinctive living quality that is preferred by residents.

This initial section explains the General Plan's scope. First, the Town's planning directions are discussed from past, present, and future perspectives. Then information is provided regarding ways the General Plan may be used or changed to achieve planning goals stated for each of six major subject areas, the Elements:

- *Land Use*
- *Cost of Development*
- *Environmental Planning*
- *Circulation*
- *Open Space/Trails*
- *Water Resources*

General Plan Purpose and Context

The General Plan serves as an expression of municipal intent to maintain and improve the Town. It provides guidance to landowners, newcomers, conservation groups, and all citizens as to Dewey-Humboldt's expectations for sustaining the community.

A new Vision Statement outlining the General Plan's mission was prepared by the Town Council. Appearing on the following pages, it sets the tone for maintaining a community that wishes to remain distinctly different from other places. The Town emphasizes preservation of the existing lifestyle, but recognizes that there will be change.

Dewey – Humboldt Vision 2028

A Statement Describing the Next Twenty Years

The Town of Dewey-Humboldt was created in 2004 to preserve the low-density lifestyle that area residents came to enjoy, and were fearful of losing. People live in Dewey-Humboldt because they like a slower pace, more elbow room, and a more rural character. They like the freedom to be themselves, to respect and be respected regardless of their role in the community. They like the view of the mountains and want to know the skies will be clear, the water clean, and the air fresh. Keeping these attributes will make Dewey-Humboldt a jewel in the quad-cities. Growth projections for the State Route 69 corridor indicate significant pressure to develop over the next few years.

Therefore, the council's vision for Dewey-Humboldt is that it maintains its uniqueness to be the "crown jewel" in the predicted megalopolis that will stretch from Prescott to Nogales. We know and expect that...

1. Our population will grow in conformance with the General Plan. People will be attracted by our low-density residential community and small-town lifestyle.
2. Some commercial enterprises will be needed to help support the Town's population, but the locations of those businesses should be focused and concentrated.
3. Non-industrial type home-based businesses will be part of the future growth.
4. Some property owners will want to maximize the value of their land and make it available for development.
5. Water supply will be a limiting factor in our growth and development. We need to emphasize water conservation and reuse.
6. With increased growth, transportation and circulation need to be well planned.

No one can stop change from coming and not all change is bad. Therefore, we, the Town Council, will focus any changes we're asked to support on meeting the following fundamental criteria:

We promote...

1. Broad, inclusive and effective involvement by residents in all planning activities.
2. Development that will foster the look and feel of openness and protect the view-scape.
3. Codes, laws, standards and regulations that balance the rights of the individual and low-density residential living with the rights of the collective population.
4. Protection and non-destructive use of our natural resources including the surrounding mountains and hills, natural open space, public lands, rivers, and streams.

5. A balanced, cost-effective outlook to maintain a healthy environment and future development.
6. Public safety and the quiet enjoyment of this wonderful place by all that live or visit here.

Town Staff is responsible to identify how each proposed Council action relates to the following values:

- ✦ **Active Citizenship** – each Dewey-Humboldt citizen has the right and responsibility to participate in the governance of the Town.
- ✦ **Sustainable Development** – the land regulated by the Town should be developed such that it remains at least as valuable in future generations as it is today, *ceteris paribus*, with no additional external resources.
- ✦ **Creating Community** – Town activities should tend to create mutual respect and understanding between citizens; shared resources such as air, the river, the mountains, and the feeling of openness should be preserved by governance, public investment, and celebration.
- ✦ **Self-Reliance** – whenever civil, each person should earn the benefits and bear the burdens of his or her own actions.
- ✦ **Efficient Public Services** – the few services of the Town should be delivered as efficiently and fairly as possible, with strong fiscal discipline.
- ✦ **Limited Public Services** – the Town should only deliver those public services that cannot be efficiently provided by the private sector.
- ✦ **Durable Public Improvements** – the Town should deliver public services with the understanding that the Town will exist for as long as the State of Arizona exists.

Public Participation Process

Dewey-Humboldt prides itself on providing the public with ample opportunities to be heard on Town government matters. The Town General Plan, as a comprehensive guide to the future, requires active citizen participation both in creating the Plan and in making sure that it is followed. State statutes (A.R.S. §9-461.06.C-1) mandate an open General Plan process, as has been conducted here.

On November 18, 2008, the Town Council adopted Resolution No. 08-61 authorizing a Citizen Participation Plan. The Plan complies with State Statutes for continuous communication and opportunities for public involvement in the 2009 General Plan process. (Refer to the Appendix for the complete Resolution.)

Town Vision 2028, as above, was authorized by the Town to serve as a framework for revising the community's planning directions. Townspeople were again involved in Plan refinement. Another community-wide survey, more general in nature, has supplied additional information on peoples' opinions, attitudes and values to help reframe the Plan.

Citizen input on specific issues or Elements plays an important part in creating a General Plan that represents community preferences. Points for Environmental Planning emphasis, for example, were submitted by the Council's Environmental Issues Advisory Committee (EIAC), then reviewed by the Planning and Zoning Commission and Town Council prior to formatting into the Plan document.

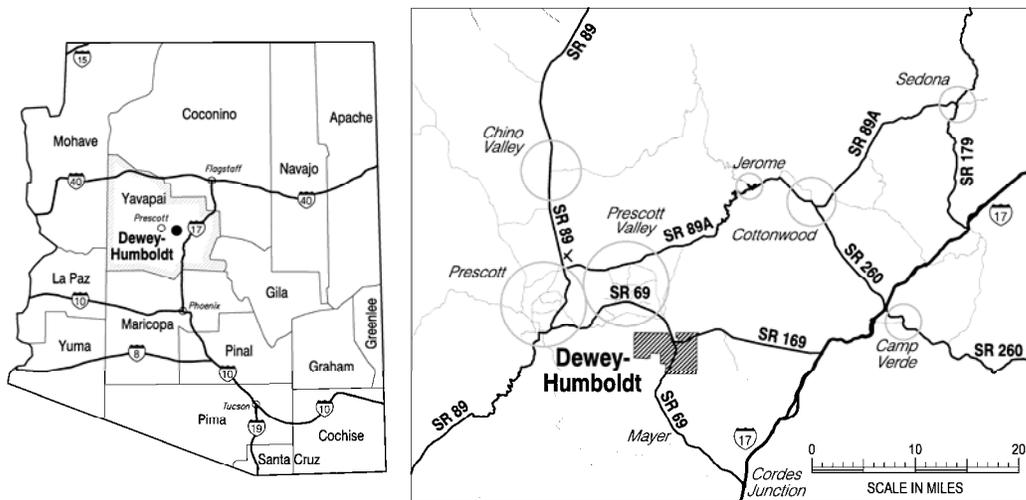
Refinements have been added through a series of working sessions, open to all members of the public. Meetings were conducted by the General Plan Citizens' Advisory Committee. Town staff and planning consultants supported them with technical assistance. Special review briefings and public hearings were hosted by the Planning and Zoning Commission and Town Council, respectively, to afford multiple opportunities for comments, questions, and suggestions from residents and business people.

The Town intends to have a citizen-driven planning process. This entails, first, building understanding and agreement on the Plan's principles. Then, on a continuing basis, local residents will be counted on to help steer its implementation strategies.

Town Location, Population and Background

The Town of Dewey-Humboldt is located in Central Yavapai County approximately 18 miles west of Interstate 17 and 15 miles east of the City of Prescott. Two major state highways, SR 69 and SR 169, transect the Town, providing access to services, employment, and transportation throughout the County and Arizona.

Vicinity and Location Maps



Dewey - Humboldt Vicinity Map

On December 20, 2004, the Town of Dewey-Humboldt was incorporated with an estimated population of approximately 4,005. The Arizona Department of Economic Security estimates the population of Dewey-Humboldt during its first 4 years since incorporation as shown in the following table. Also shown are the numbers of residential housing permits issued by the Town's Building Official.

As of July 1 st *	Population Estimates*	Percent of Change	Site-Built Residence	Manufactured Home	Total Single Family Units
2004	4,005				
2005	4,030	0.6%	½ year: 41	½ year: 8	½ year: 49
2006	4,230	5.0%	51	41	92
2007	4,434	4.8%	31	23	54
2008	4,452	0.4%	9	10	19

* Population Statistics Unit, Research Administration, Arizona Department of Economic Security, 2006-08

The Arizona Department of Economic Security estimates the 2008 population based on a total housing stock of 1,978 housing units in the Town of Dewey-Humboldt, with a 12% vacancy rate and a household size of approximately 2.56 persons per household residing in 1,740 occupied homes.

The national economic downturn in 2008 is reflected in the reduction of new housing permits and the reduction in population growth. Within Yavapai County and the Central Region, the estimated percentage of population changes from July 2007 to July 2008 declined dramatically from that of the change between 2006 and 2007 as shown in the following table.

Regional Population Estimates	July 1, 2006	July 1, 2007	% Change 2006-07	July 1, 2008	% Change 2007-08
Yavapai County	213,285	223,934	5.0%	227,714	1.7%
Dewey-Humboldt	4,230	4,434	4.8%	4,452	0.4%
Prescott Valley	35,740	38,357	7.3%	39,025	1.7%
Prescott	42,085	43,217	2.7%	43,347	0.3%
Chino Valley	12,700	13,098	3.1%	13,091	-0.05%

Population Statistics Unit, Research Administration, Arizona Department of Economic Security, 2007-08

Until the economy and the housing/mortgage industries become stable throughout the nation and the Central Yavapai County Region, population growth is expected to continue at a slow pace. Projections of future growth would be deferred until data from the 2010 US Census is available.

Background

The Town of Dewey-Humboldt's incorporation in December of 2004 combined two adjacent unincorporated communities: Dewey and Humboldt. These distinct but interconnected places share a rich history from the first non-Indian settlers in the area in the 1860's. The settlers found ruins providing evidence of Indians engaged in raising livestock, growing crops, and mining from 900 to 1300 A.D. Rock Art was left by the earliest of these people who may have been known as the "Tribe with White Dogs." It is believed that they were the Hohokom People, and were later followed by the Yavapai Tribe who inhabited the area and continued the agricultural and mining traditions.

The 1860's brought prospectors to Dewey and Humboldt in search of gold. The first of these was King Woolsey, whose house near the Agua Fria River was built from stones of Indian ruins on his property. Later, Levi Bashford built a small smelter that operated from 1876 through 1884. When it was destroyed by fire, the remains were bought and operated by a company that built the Val Verde Smelter, a larger operation running from 1899 until 1904. The company-owned town of Val Verde developed, including a post office.

After another fire and subsequent purchase of the land and water rights by the Arizona Smelting Company, a new and larger smelter was constructed in 1906, and the Town was renamed Humboldt, probably after the naturalist and explorer, Friedrich Heinrich Alexander Von Humboldt. This was the beginning of a period of growth and prosperity with the forming of the Humboldt Improvement District resulting in the building of a hospital, fire station, clubhouse, stores, large homes and a population over 1,000 in 1907. The area prospered until after World War I, when the demand for ore diminished and the population declined. The smelter's closing in 1930 was followed by the closings of the hospital and many businesses during the Depression years.

In the Dewey area, formerly known as Cherry Siding, settlers came for ranching and growing crops in addition to mining. With train and stage coach stations, Dewey expanded. Just prior to the turn of the 20th Century, there was a hotel, boarding house, saloons, livery stable, and grocery located near the present intersection of SR 69 and SR 169. After fires destroyed many buildings, the community rebuilt, including a schoolhouse that closed in 1931 during the Great Depression. Farming and ranching continued to be mainstays in the fertile, temperate area.

The populations of the Dewey and Humboldt communities continued to decline until the 1950's with the paving of SR 69, the rebuilding of the Humboldt Elementary School, and the Blue Hills subdivision. Other land divisions and the Lazy River Acres subdivision in the 1960's resulted in population growth through the area, even with the closing of the Iron King Mine and later removal of the railroad tracks in 1971.

Young's Farm, established by Elmer Young in 1946 at the intersection of SR 69 and SR 169, was the center of activity in the area, hosting a variety of activities including a farmer's market, corn festival, and the annual pumpkin festival which drew 150,000 people from throughout the state in the 1980's, and continued to prosper until it closed in 2006. Through those 30 years and into the present, the Dewey-Humboldt area enjoys slow growth, which ensures the survival and continuation of the Town's rural character.

GENERAL PLAN PROCESS

There are rules pertaining to General Plan development, application, and revision. Some are set by Arizona statutes; others, by people from the Town. This brief introduction to the planning procedures that the Town observes may help interested persons become active in the process.

General Plan Updating and Amendments

The General Plan is intended to be a living document that will change over time in response to changing conditions. From time to time planning transitions should be recorded by clarifying the Plan.

Updating Process

Some updating may take the form of "housekeeping" notations, such as checking off progress achievements or revising Action Steps in the Implementation Program.

Other editing may occur as a result of Major or Minor Plan Amendments. The amendment process, discussed below, acknowledges changes to the General Plan's graphics (e.g., Land Use Map) as well as to its text.

By law (A.R.S. §9-461.06.K), General Plans are supposed to undergo a comprehensive update at least every ten years. Town Council would re-adopt the General Plan in order to comply. The new General Plan could simply incorporate previously-recognized changes and retain the same basic principles. In the case of a rapidly-changing community, the General Plan update might entail extensive rewriting. The State provides for a voter approval option to complete the General Plan adoption process. Dewey-Humboldt has chosen to follow that option.

Amendment Process

There will be an annual review period for Major Amendments to the Plan. All proposed Major Amendments will be heard together, at one time. To ensure that the document and map continue to reflect a common understanding of community values, the amendment process will include early notification and ongoing public participation.

Any Major Amendment to the plan will have a formal public hearing by the Planning and Zoning Commission. Once the Commission has made a recommendation to the Town Council, a formal public hearing will be held by the Town Council. Citizen participation will be encouraged. Hearings will be advertised and posted at Town Hall and in public buildings throughout the Town. Members of the public will be invited to speak at the hearings.

Minor Amendments require only one Planning and Zoning Commission hearing, the 60-day notice period to inform other agencies is recommended but not required, and applications for Minor General Plan Amendments may be submitted at anytime during the year.

Major Amendments

Criteria defining Major Amendments:

- Any change that increases the density or intensity of a single parcel of land that is greater than thirty (30) acres in size.
- Any change where there is an observed cumulative impact that increases the density and/or intensity of an area comprised of multiple parcels of land that exceed thirty (30) acres in total size.
- Any change to an arterial or collector street depicted on the General Plan Circulation map (other than minor shifting or realignment to accommodate site conditions).
- Any text amendment that substantially alters the intent of the General Plan.

Exception for Major Amendments:

Any amendment to the General Plan Land Use Map that is initiated by a property owner and results in a decrease in land use intensity will not be considered to be a major amendment.

Considerations for Major Amendments:

The following factors will be considered in all major plan amendments:

- The potential impacts of the amendment to the General Plan and to the Town, include significant alterations to land use, the circulation system, drainage patterns, impacts on adjacent land uses, and/or infrastructure requirements.
- The benefits to the Town resulting from the amendment.
- Changes in conditions to adopted Town policy that may justify the amendment.
- The availability of alternate sites for the proposed development.

Minor Amendments

Criteria defining Minor Amendments:

- All proposed changes that are not classified as Major Amendments shall be considered a Minor Amendment, e.g., minor text changes and map adjustments or corrections that do not impact the land use balance of the General Plan.

Criteria for Reviewing Minor Amendments:

- The proposed amendment meets the intent and purpose of the General Plan's Goals and Policies.
- Approval of the amendment will provide an overall improvement to the General Plan's goals, policies, and anticipated land uses.
- The amendment will not negatively impact the community as a whole.
- A property owner may not circumvent the need for a Major General Plan Amendment by subdividing property into smaller parcels and then rezoning individually.
- The proposed amendment would fix an oversight, inconsistency, or a land use inequality within the Town.
- The proposed amendment would bring the General Plan up-to-date due to major changes which have occurred since adoption.

How to Use This Plan

Residents, owners of local businesses, prospective developers, and interest groups should refer to the Dewey-Humboldt General Plan as a statement of Town planning, preservation, and land use policy. The General Plan acts as an overview of the predominant development types, both existing and future, that are expected in the Town's various sub-areas. It doesn't focus on individual parcels, some of which may differ from the broader use category; nor does it affect current land use. Requests for zone changes should conform with the adopted Plan. If any proposal is outside the intent of the Plan, an amendment will be required.

Guidelines pertaining to Plan Elements (including Circulation, Cost of Development, Open Space/Trails, Environmental Planning, and Water Resources, as well as Land Use) should be observed. Private sector proposals, such as rezoning requests, are expected to contain indications of how the requests are consistent with and further General Plan goals and objectives.

Graphics, such as the Land Use Map, are not intended to dictate property owners' use or improvement of their homes, businesses, or land. These illustrations are meant to designate, generally, types and intensities of uses in various areas of the community. The Plan respects private property rights. No changes to existing zoning or development are required. Map designations may suggest the Town's receptivity to new zoning classifications; however, the

landowner would have to apply for rezoning. Approval is not guaranteed; each case would be decided on its own merits.

The Plan has flexibility. As mentioned above, changed conditions or approved development proposals are considered on a regular basis. Interested persons or groups, as well as the Town's advisory and decision-making bodies, are encouraged to participate in gathering information that will improve the document's use as an accurate expression of community policy.

Plan Implementation

Effective General Plans are those that have strong public support to carry out their planning priorities. The Dewey-Humboldt General Plan contains a step-by-step Implementation Program. It is intended to suggest specific ways for the community to respond to each Element's Goals and Objectives.

The Implementation Program has two parts. First, there is an outline strategy for setting the Town's planning preferences into action. Second, a recommended monitoring process describes how the General Plan's success may be measured.

LAND USE ELEMENT

The Town Vision 2028 statement suggests that our community prefers to retain its spacious, uncongested land use pattern. The commitment is to "Preserving Smarter" rather than "Growing Smarter."

This is a place for living. Homes, many on larger lots, represent the predominant land use activity. Jobs, shopping, and other businesses are provided on a small scale for the convenience of Town residents and visitors. Locations have been designated for these enterprises. Land Use Element goals and objectives support Dewey-Humboldt's desire to be different from neighboring communities.

GOAL: Preserve Dewey-Humboldt's low-density, rural small-town character.

Objective: Maintain the spacious residential setting.

Objective: Seek continued cooperation with land management agencies with holdings in and around the community.

Objective: Support privately- or grant-funded historic preservation efforts, such as in "downtown" Humboldt and elsewhere.

GOAL: Emphasize residential living quality.

Objective: Apply criteria to assure that future developments of varying intensity provide trade-offs that contribute to the community's excellence as a place to live.

Objective: Continue to be selective regarding the location, type, and scale of business zoning and use permitting.

Objective: Enhance neighborhoods by coordinating land use with other Elements' goals and objectives.

GOAL: Meet the needs and desires of the present without compromising the ability of future generations to meet their own needs.

Objective: Promote sustainable design for lasting quality in private and public land improvements.

Objective: Designate walkable, multiple activity areas where appropriate.

Objective: Stress the importance of compatibility among adjacent land uses.

Citizens in Dewey-Humboldt share community priorities that aim more at land stewardship than land use. Preferences for preserving open space, a clean environment, and historical resources are considered more important than development growth.

Many Town residents relocated from other places. Of those who have moved to the Town, some eighty percent came from places with populations of 50,000 or greater. For these people, moving to a smaller community was a deliberate choice for a specific way of life.

Living quality in a natural setting represents the theme of the Town's Vision 2028. As a result, local land use planning is understated to maintain a low density development pattern.

Current Land Use

Town residents are interested in controlling their own destiny. They want to maintain their individual property rights and sustain the community values that set Dewey-Humboldt apart. Planning can be a major factor not only for shaping land use in the Town, but also for influencing policies on nearby public lands and unincorporated areas.

Dewey-Humboldt's municipal boundaries contain a land area of about 12,000 acres, 18.9 square miles. Three-quarters of the Town is developed in, or designated for, single-family residential purposes. Less than five percent (compared with a typical community's 15-25%) is allocated to commercial and industrial uses. Acreage managed by public land agencies and lands contained in public rights-of way constitute almost a quarter of the Town. The following table shows a generalized acreage allocation which combines developed and vacant but designated (i.e., zones) land in each category.

Existing Land Use/Zoning 2009

LAND USE	ACRES	PERCENT
Single Family Residential	8,891	71.0
Commercial	188	1.6
Industrial	381	3.2
Public Lands & R/W	2,902	24.2
TOTAL	11,962	100

*Approximate totals based on Yavapai County Assessor Records

The General Plan considers a larger Planning Area that extends up to three miles beyond the Dewey-Humboldt corporate limits in order to consider the community's greater geographical context. Looking at more than one hundred square miles including this surrounding territory provides an opportunity to show how neighboring lands can be compatible in sharing the Town's Vision.

Most of the land within the Town is privately-owned. However, there are also significant amounts of land managed by public agencies as indicated in the table on the following page.

Land Ownership

OWNERSHIP	ACRES	PERCENT
Private	9,045	75.6
Public Agency (BLM)	754	6.3
Public Agency (State Trust Lands)	1,635	13.7
Right-of-Way	528	4.4
TOTAL	11,962	100

*Approximate totals based on Yavapai County Assessor Records

Existing land uses within the Town of Dewey-Humboldt include gentleman farms, some higher-density urban development with adjacent commercial uses and single-family residential neighborhoods.

Although this General Plan does not contain a separate Growth Areas Element, the subject is addressed as part of Land Use. The Town contains vacant land that is suitable for development, which could be considered for future growth areas. Given the unique features of individual Town subareas, every parcel will have a distinctly different development potential and will face unique planning needs in the future.

The Town of Dewey-Humboldt has very distinct areas of development. The east and west parts of Town include very low density residential development, and large parcels of vacant land. There is no commercial development in these areas.

Along Highways 69 and 169 and extending from each, development transitions from commercial and industrial uses to higher density residential development, and then medium- to low-density residential development.

The land intensity of these developments varies but stands in contrast to the far east and west sides of Town. The Town has multiple commercial nodes. These nodes are located at the intersection of Highways 69 and 169, near the south side of Town along Highway 69, and along Prescott and Main Streets.

Residential areas within Town contain a mixture of manufactured and site-built homes.

There are large tracts of public land (owned by either the Bureau of Land Management or the Arizona State Land Department) in and around the Town both on the east and west sides of Highway 69. These parcels vary in size with the largest inside the Dewey-Humboldt municipal limits being nearly 500 acres in area.

Along the southern side of Town are properties that have been developed with a number of high-intensive uses including mining sites, commercial and industrial uses, and the Town's most noticeable historic buildings (e.g., the Smelter). Many of these properties and buildings have potential to be redeveloped to preserve the historic structures. The Town may be in a position to apply for significant historic preservation grant funding.

There are two areas of Town where commercial and industrial uses are intermingled with residential development. Specifically, these blended uses are located near the intersection of Highways 69 and 169, and along Prescott and Main Streets. According to Town residents, these two areas would be good Community Core locations to accommodate a variety of activities such as public uses, elderly care facilities, corner store shopping (perhaps a Town Plaza), and professional offices.

In a recent referendum, twenty-eight acres near the 69/169 intersection received voter approval for commercial core development. The vicinity could attract a mix of business uses such as shops, services and offices.

Historic Downtown Humboldt could become an area for government/civic and cultural activities with limited commercial (neighborhood retail and services) and residential uses. Housing might range from dwellings over stores, two-story homes to townhomes or apartments. These core area uses would fit the small existing lot dimensions, and have architectural compatibility with historic buildings. The neighborhood might also possibly incorporate pedestrian walkways and a Town Plaza or other recreational area (e.g., a small park).

Land Use Designations

For General Plan purposes existing and future land use categories reflect simple, basic intensity gradations.

Multiple activity developments may be accommodated in the "Community Core" designation depicted conceptually on the Land Use graphic. (See last page of this Element). Where another type of use can be justified in combination with the broad, general category, it may be considered for inclusion, subject to General Plan Amendment criteria. (See Introduction, section B, General Plan Process.) Compatibility among uses must be demonstrated; "spot zoning" is not permitted. For example, a small feed store or seasonal produce stand might be considered (if properly located and buffered) in a Low-Density Residential area.

Low-Density Residential

The low-density designation is applied to approximately 86% of the residential land in the Town. The target residential density is one (1) dwelling per 70,000 square feet (almost two acres) of land area. Typical zoning districts applicable to this designation require a minimum lot size of 70,000 square feet and all other residential zones requiring greater lot sizes.

Medium Density Residential

The medium density residential designation serves as a transitional area surrounding the commercial and multiple use areas of the Town with a target Residential density of one (1) dwelling per 35,000 square feet (almost one acre). Neighborhood Commercial and Higher-Density Residential uses may be considered when property is adjacent to an area designated as General Commercial.

Density Caveat

Criteria to review proposals that would increase density above target goals for the LDR and MDR area designations (all criteria must be met):

- *A Proposed Development that meets or exceeds code requirements regarding setbacks, open space, public park/recreation areas, and also incorporates a mixture of public art and architectural design would be considered for increased density as an incentive for developers. The Proposed Development should be found to meet or exceed current land use planning principles for the built environment and growing smarter legislation.*
- *The Proposal for increased density will help meet the future population projection benchmarks and provide needed housing for all socio-economic levels.*
- *The Proposal maintains an overall target goal density of the LDR and MDR areas throughout the entire development, while allowing individual areas in each development to be clustered for greater density.*
- *The Development would preserve views, hilltops, and other environmentally significant resources.*

General Commercial

Land that is designated general commercial is intended for retail, office, and industrial uses. Typical zoning districts applicable to this designation include all commercial and industrial zones.

Community Core

In a central, easily accessible location, the Community Core designation may include governmental, cultural and civic activities; neighborhood retail and service businesses; as well as a range of residential uses such as single-family homes, apartments or living quarters above stores. Commercial and residential zoning districts would be appropriate in the core.

Special Study Area

Industrial-zoned lands that may be evaluated in the future for potential changes in use.

Open Space

Lands that are undeveloped and potentially obtainable for open space or recreational uses or in large acreage areas are depicted as open space. Bureau of Land Management holdings warrant this designation. Historic use areas such as the former smelter and Iron King Mine sites are included in the designation since residential use is prohibited. Private property classified as open space is considered to have low-density development rights, typical of the 70,000 square foot lot size and other large lot residential zoning.

Of note is the state law requirement that State Trust Lands can not be designated as open space, recreation, conservation or agriculture unless the Town provides an alternative, economically-viable designation allowing at least one residential dwelling per acre.

Future Land Use Plan

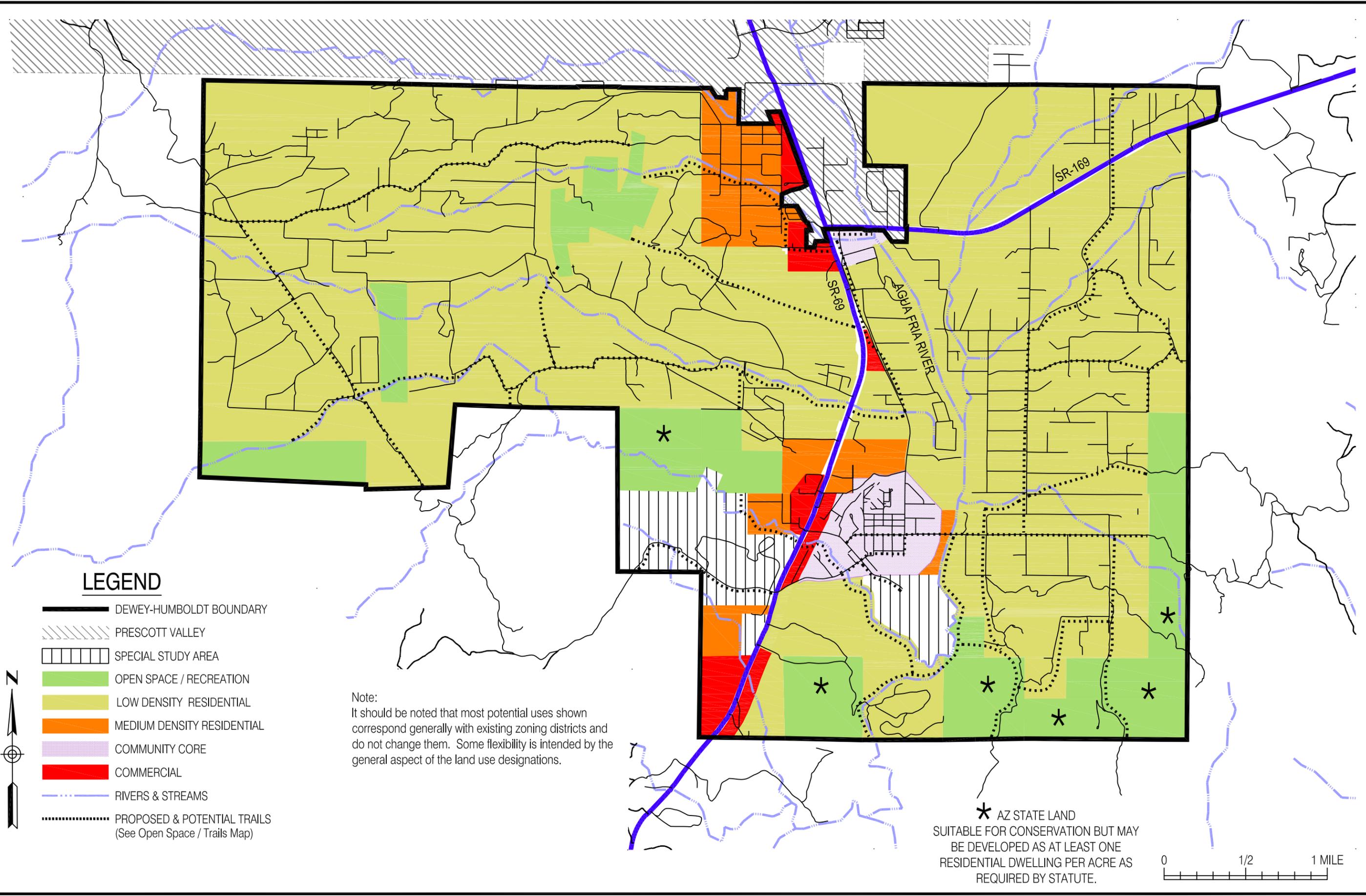
The Land Use Plan graphic is not intended to be a zoning map. However, when there is an application for rezoning, it should comply with the zoning ordinance and, as required by the Arizona Revised Statutes (A.R.S. §9-461.06.C-2-F), it should be consistent with the General Plan. Rezoning changes that differ from the planned land use designation may be granted by Town Council but may require an amendment to the General Plan.

Dewey-Humboldt's Land Use Plan recognizes existing neighborhoods' character. The land use pattern on the generalized map calls for development similar to the uses in place where new infill or outlying construction is proposed.

The Plan assumes the current proportions of land use will continue. That is, Dewey-Humboldt would be expected to retain its predominantly low-density residential status.

(See the following page for the Land Use map.)

LAND USE

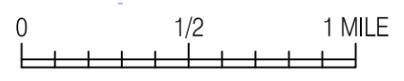


LEGEND

- DEWEY-HUMBOLDT BOUNDARY
- PRESCOTT VALLEY
- SPECIAL STUDY AREA
- OPEN SPACE / RECREATION
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- COMMUNITY CORE
- COMMERCIAL
- RIVERS & STREAMS
- PROPOSED & POTENTIAL TRAILS
(See Open Space / Trails Map)

Note:
 It should be noted that most potential uses shown correspond generally with existing zoning districts and do not change them. Some flexibility is intended by the general aspect of the land use designations.

* AZ STATE LAND
 SUITABLE FOR CONSERVATION BUT MAY
 BE DEVELOPED AS AT LEAST ONE
 RESIDENTIAL DWELLING PER ACRE AS
 REQUIRED BY STATUTE.



CIRCULATION ELEMENT

Citizens depend on their vehicles for commuting to work, shopping, and many other activities. Reliable personal transportation requires the municipality to do its part providing and maintaining roadways.

Transportation-related services hold a high priority among residents, business people, and Town leadership. Circulation improvements are fundamental to General Plan implementation.

GOAL: Promote a non-urban circulation system.

Objective: Design roads that are all-weather functional.

Objective: Provide multiple access points for emergency response vehicles and for residents' convenience.

Objective: Improve connectivity from highways to the network of arterial, collector, and residential streets, and to trail linkages.

Objective: Encourage multi-modal opportunities in the transportation system for pedestrians, cyclists, and equestrians.

GOAL: Bring roads up to approved standards for improved safety and mobility.

Objective: Effectively enforce existing engineering criteria, including drainage and alternative transportation needs in road design.

Objective: Use durable, cost-effective materials.

Objective: Employ a variety of funding sources to underwrite the Town's circulation system responsibilities.

Objective: Schedule improvement projects, particularly paving, to reduce negative environmental impacts.

GOAL: Expedite the orderly acquisition of private roads.

Objective: Consider priority for property owners willing to dedicate or otherwise contribute to resolving connection and access problems.

Objective: Evaluate the most cost-beneficial segments to obtain.

The Town of Dewey-Humboldt preserves and maintains an internal circulation system in a way that respects its rural character, without sacrificing public safety or acceptable design guidelines. Residents rely almost exclusively on private cars or trucks for transportation. Although there is access to a taxi service, there is no other public transportation, except for the town's participation in a transportation voucher program through local transportation assistance funding (LTAF). Other options (such as walking, biking or horseback) are limited to short trips. Town citizens have indicated that their main concerns regarding circulation are: emergency vehicle access, safe crossing of the highways and the river, and paving dirt roads.

The arterial spines of the Dewey-Humboldt circulation system are State Highways 69 and 169. Over the past decade, surrounding communities have experienced rapid population increases as noted in the Introduction section (see Page 5). This growth contributes to rising volumes of highway traffic passing through the Town. Future development in the Town and surrounding communities will place further demand on the region's major roadways.

It will be important to monitor and evaluate development impacts to public safety from both external growth and from any new development considered within the Town. Currently the two state highways carry substantial traffic as shown in the table below.

State Route and Section	Annual Average Daily Traffic	
	2006	2007
SR 69:		
I-17/Cordes Jct to Spring Ln/Spring Valley	14200	13900
Spring Ln to Copper Rd	14400	14700
Copper Rd to Main St/Humboldt	13600	13900
Main St to SR 169/Dewey	17400	17400
SR 169 North to Fain Rd/Western Way	24500	24400
SR 169:		
SR 69 to Orme Rd	9000	9100
Orme Rd to I-17	5700	5100

Source: Arizona Department of Transportation Multi-modal Planning Division 2006-2007 AADT's
November 19, 2008

Current Internal Circulation System Conditions

A mixture of publicly-owned collector and local streets and privately-owned streets exists throughout the Town of Dewey-Humboldt. Some of the key public collectors, which provide east-to-west connectivity west of SR 69, are Henderson Road and Kachina Place. On the east side, key public collectors are Main/Prescott/Lazy River Drive, Sierra Drive and Foothill Drive. The public collectors are mostly paved and maintained by the Town. Old Black Canyon Highway is used as a collector but is privately-owned.

Many roads west and east of Highway 69 are privately-owned and unpaved. Additionally, some roads in Town are prone to flooding which inhibits access to properties during rain events. Access to both Highways 69 and 169 is fair, although there is limited traffic control.

Traffic within the Town is light to moderate on most roads. Some traffic count data were provided in 2000, 2002 and 2004 for some local streets as shown in the following table.

Street Name & Location	Average Daily Traffic	Date	Average Daily Traffic	Date	Average Daily Traffic	Date
<i>Foothill Drive:</i>						
0.25mi N from AntelopeWy	1106	7-29-04	505	8-07-02	897	8-08-00
0.062mi from SR 169	1505	7-29-04	1295	8-07-02	1135	8-08-00
1.790mi from SR 169	604	7-29-04	496	8-07-02	506	8-08-00
<i>Henderson Road:</i>						
0.042mi W from MarthaWy	1149	7-29-04	867	7-29-02	1039	8-08-00
0.136 from Pony Place	1578	7-29-04	1515	7-29-02	1598	8-08-00
Horseshoe Ln 0.088 mi from Antelope Dr	1684	7-27-04	1582	7-29-02	1677	8-08-00
Kachina Place 0.24 mi from SR 69	2685	7-27-04	2436	7-29-02	NA	
Main St, Humboldt - 0.059mi from SR69	1931	8-02-04	1596	8-07-02	2186	8-09-00
<i>Old Black Canyon Hwy:</i>						
0.057mi from SR 169	149	7-27-04	288	7-29-02	108	8-08-00
1.629mi from SR 169	402	7-29-04	702	8-07-02	331	8-09-00
Outback Rd 0.05mi from SR 169	154	7-29-04	135	8-06-02	192	8-08-00
<i>Prescott St:</i>						
0.031mi from Main St	1617	8-02-04	1908	8-07-02	1786	8-09-00
0.057mi E from Jones St	995	7-29-04	869	9-12-02	NA	
River Dr 0.081mi from SR 169	593	7-29-04	615	7-29-02	607	8-08-00
Third St, Humboldt	108	8-2-04	205	8-07-02	117	8-09-00

The map below depicts the street rights-of-way owned by the Town of Dewey-Humboldt, shown in heavy line work. It should be noted that not all of the Town-owned public rights-of-way have been improved at this time.



Roadway Designations

There are three main roadway classifications in the Town of Dewey-Humboldt and two subcategories:

Arterial Street

The purpose of an arterial street, designed to handle large volumes of traffic, is to provide circulation through the Town. At present, only SR 69 and SR 169 are classified as arterial streets, with no arterial streets designated within the Town of Dewey-Humboldt. Typically, arterial streets have right-of-way widths of at least 100 feet to accommodate multiple traffic lanes, turning lanes and adequate drainage facilities, as well as for future widening when necessary. Many arterial streets contain bicycle lanes, pedestrian sidewalks, and bus stop/turnouts.

Collector Street

Collector streets act as a network of feeder roadways which funnel traffic from narrower residential streets to arterial streets and highways.

Major Collector - typically has a minimum right-of way of 60 feet to accommodate two traffic lanes, a turning bay or median, adequate drainage facilities, pedestrian paths and possibly bicycle lanes.

Minor Collector – typically has a minimum right-of way width of 50 feet to accommodate two traffic lanes, adequate drainage facilities and possibly pedestrian paths.

Local Street

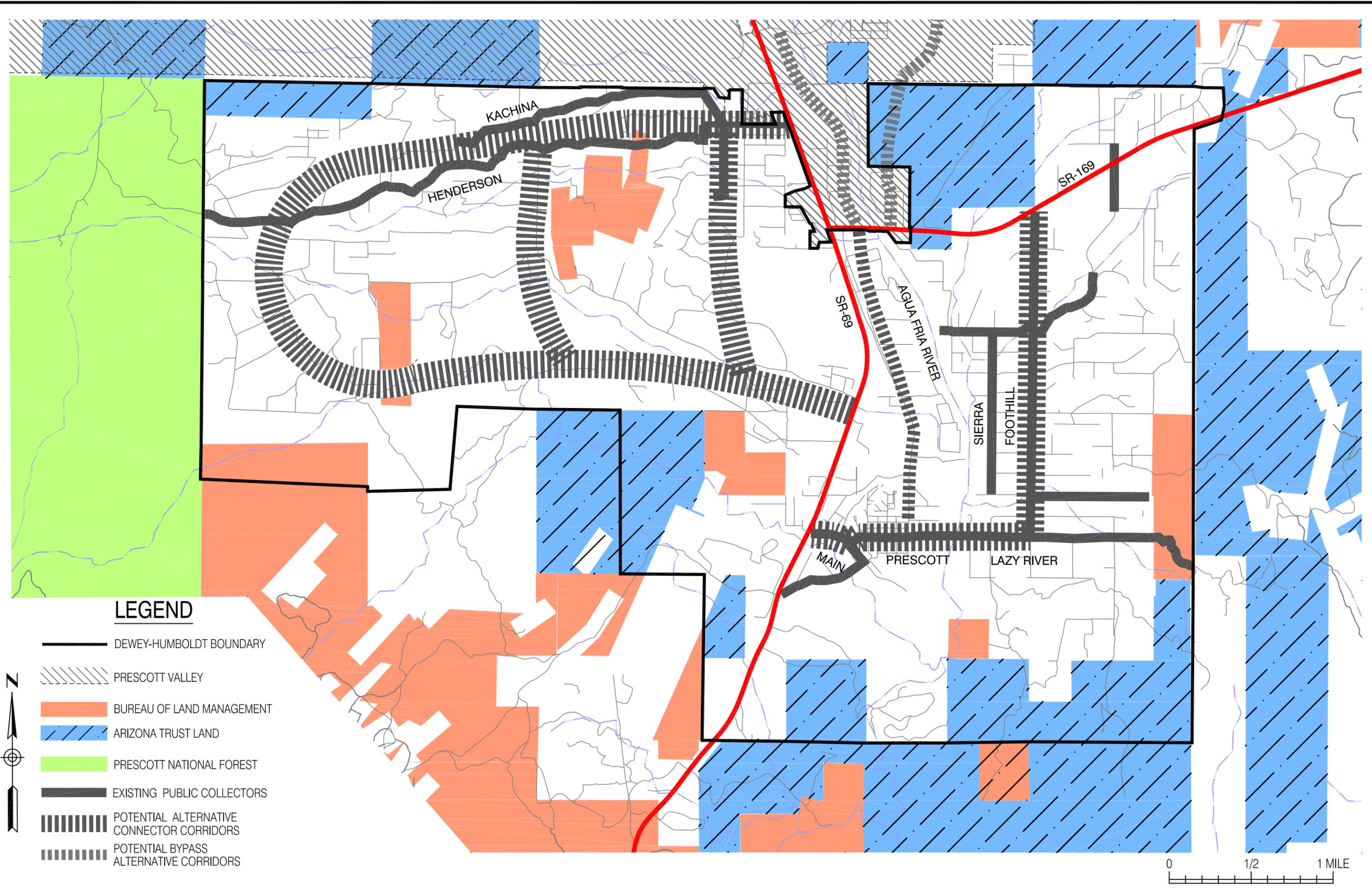
Local streets are roadways set in neighborhoods. They are meant to serve low traffic volumes in these smaller geographic areas. They are not designed for large volumes of traffic or heavy loads. The local streets are linked to collector streets which then provide connection to arterials and highways. Typically, local streets have a minimum right-of-way width of 50 feet for two traffic lanes, adequate drainage facilities, and pedestrian paths.

Future Internal Circulation Planning

There is a lack of north-south connectivity in the Town of Dewey-Humboldt, particularly the area west of Highway 69, and only Foothill and Sierra on the east side. This could present a challenge for providing emergency services. The proposed Circulation Plan (see next page) is intended to help address this issue. Potential connector corridors are shown as wide swaths depicting the need for connections between existing roads for residential areas with limited access routes. The area of highest priority is on the west side of SR 69 where connectors are needed between Kachina Place and Prescott Dells Road which would provide two access points to SR 69.

Another possible problem area of importance is the potential for a bottleneck condition for the Town residents if the intersection of SR 69 and SR 169 were ever obstructed. Loop roads that would bypass the intersection would alleviate this potential problem. Cooperative efforts with adjacent governmental jurisdictions are necessary to accomplish this, but residents of Dewey-Humboldt, Prescott Valley and Yavapai County would all benefit. The potential loop bypasses are also shown in wide swaths on the Circulation Plan map.

It should be noted that the Potential Corridors are not meant to be actual alignments of future roadways. The actual alignments of the Potential Connectors and Potential Bypass Loops should be determined by study of terrain features, slopes, drainage and ownership for appropriate locations of the future routes. Acquisition, design and improvement of these rights-of-way (as well as for streets in all classifications) is intended to allow sufficient width for appropriate parallel improvements (e.g., pedestrian, bicycle, equestrian).



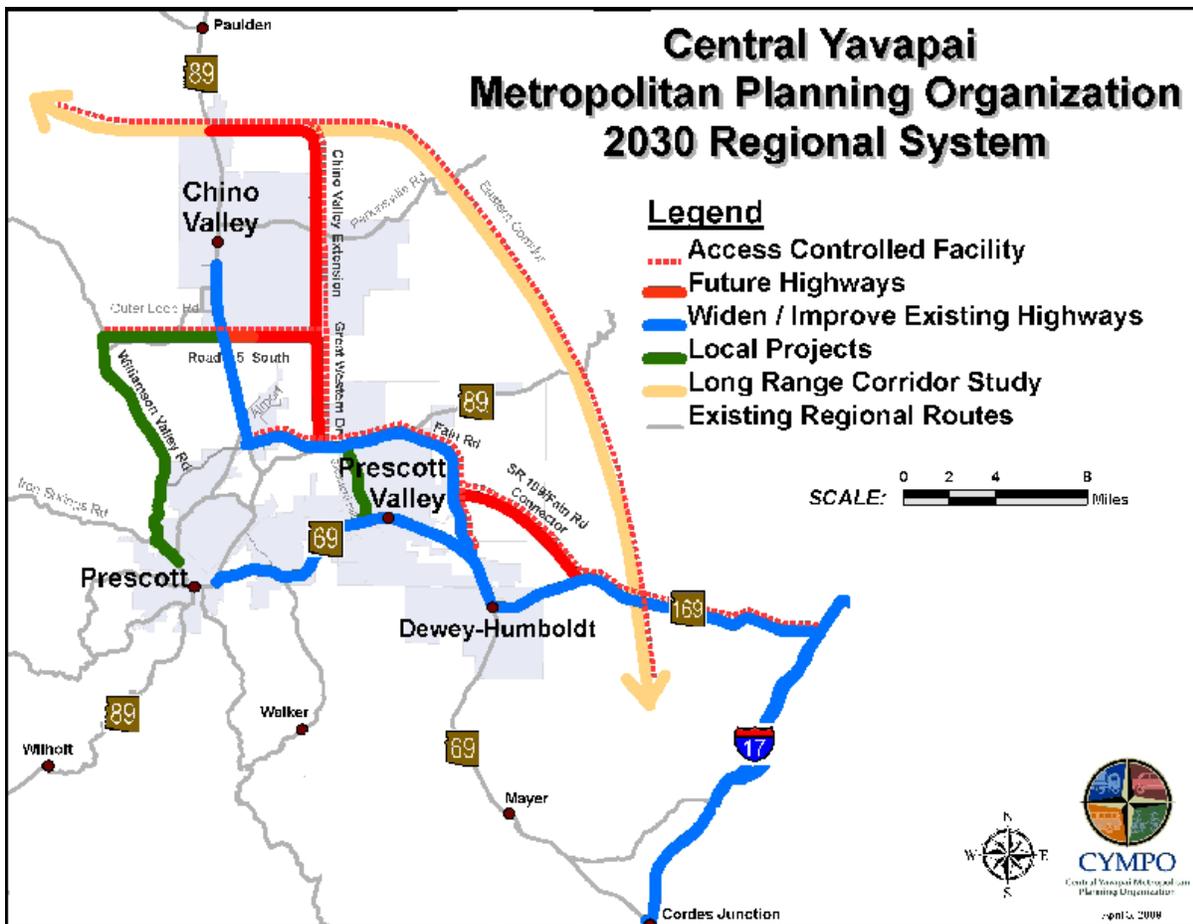
LEGEND

- DEWEY-HUMBOLDT BOUNDARY
- ▨ PRESCOTT VALLEY
- BUREAU OF LAND MANAGEMENT
- ▨ ARIZONA TRUST LAND
- PRESCOTT NATIONAL FOREST
- EXISTING PUBLIC COLLECTORS
- ▨ POTENTIAL ALTERNATIVE CONNECTOR CORRIDORS
- ▨ POTENTIAL BYPASS ALTERNATIVE CORRIDORS

CIRCULATION PLAN

Future Regional Circulation Planning

The Town of Dewey-Humboldt is included in the transportation study area of the Central Yavapai Metropolitan Planning Organization (CYMPO). The agency was established in 2003 by federal mandate when the region's population exceeded 50,000 for the purpose of cooperatively planning future transportation in Central Yavapai County. In December 2006, CYMPO adopted the Metropolitan Transportation Plan (2030 Plan) which designates potential corridors for long range transportation planning. A future access-controlled highway known as the "SR 169-Fain Road Connector" is currently being studied to align in a northwesterly direction into the Town of Prescott Valley from a point on SR 169 east of the Dewey-Humboldt Town Limits. Additionally, a future long-range corridor study is planned to connect SR 169, further east, to SR 89 North in the Chino Valley/Paulden area. (See the CYMPO 2030 Regional System Map below.)



Transportation Alternatives

The Town's several different circulation alternatives besides streets designed for automobiles -- including bicycle paths, walking trails, and equestrian trails -- may be enhanced to reduce motor vehicle trips. Roadway improvements are intended to provide pathway connections. Trails planning, too, might facilitate "shortcuts" from residential areas to such in-town destinations as

shops, churches and schools. Specifications for arterial and collector roadways allow room in rights-of-way for separate trails, paths and/or adjacent bicycle lanes.

Transportation choice is especially important to persons who do not drive. A growing senior population as well as young people can take advantage of options for getting from place to place without being totally dependent on family members or neighbors. There is a regional transit study underway by the Central Yavapai Metropolitan Planning Organization (CYMPO) to provide bus services throughout the region which could be expanded in the future to include routes on the state highways in the Dewey-Humboldt area. Future planning for this option should be considered, including locations for bus stops.

COST OF DEVELOPMENT ELEMENT

The Town emphasizes self-reliance in all its services and plans. Property owners should expect to bear the costs associated with their use of the property, and any change in use that results in more costs to the community should be recovered by the community through the regulatory process.

Roadway improvements are the top priority. Transportation planning, road design, drainage design, private street conversion, and surfacing high-use unpaved roads are expected to be the Town's main infrastructure investment for the next several years.

GOAL: Require persons who use Town infrastructure or who initiate changes in land use to pay their fair share for costs to the community.

Objective: Evaluate each project's anticipated impact on Town facilities and services.

Objective: Coordinate infrastructure funding methods with the Town Fiscal Management process (e.g., Capital Improvement Program, impact fees).

GOAL: Keep municipal services simple and affordable.

Objective: Assess infrastructure investment proposals on a strict cost/benefit basis.

Objective: Support residents' self-sufficient use of wells and septic systems on larger lot properties.

The Town of Dewey-Humboldt is fiscally sustainable. Its fiscal decisions are based on residents' community values, such as the rural character of the Town, its historic buildings and artifacts, and, particularly, the natural environment.

Currently, most development costs borne by the Town are for the maintenance and improvement of existing Town roads. Many of the Town's roads, as explained in the Circulation Element, are underdeveloped, private, and unpaved. The Council has adopted policies, procedures and financing tools that will allow these roads to be improved and brought into the Town system.

Investment Priorities

Paving and related projects such as roadway drainage solutions are scheduled for completion in phases. The extent of demand for a road segment or connection, together with the availability of funding, contributes to determining which improvements come first.

The Town's Capital Improvement Program (CIP) outlines priority projects and their estimated costs intended for each of the next several years. The CIP is updated annually to acknowledge completed improvements and to reassess ongoing paving priorities.

Factors that may influence the pace of roadway improvements (or other capital expenditures if future, non-roadway investments are added) include: increase or decrease in financial resources, private sector contributions to expedite construction, or allocations of collected development impact fees.

Revenues and Expenditures

Funds for the local circulation system come from various sources. Mechanisms for funding infrastructure that are available to Arizona cities and towns, should they choose to use them, include:

Community Facilities Districts -- specific areas where a special tax is established to fund capital improvements through assessments to property owners.

Dedications -- as a condition of development approval, developers may dedicate and construct capital facilities needed to serve a particular development.

Development Agreements -- to ensure that capital facilities are adequate to serve new development, a developer may contribute to or construct capital facilities as a condition of development approval.

Development Impact Fees -- a municipality may assess development fees (A.R.S. §9-463.05) to offset costs to the municipality associated with providing necessary public services to a development. The Town of Dewey-Humboldt has a development fee program.

Exactions -- a dedication or payment as a condition of the right to proceed with a project requiring approval by the Town. The exaction must be directly related to the need created by the development -- a typical exaction would be the dedication and construction of the half-street adjacent to a development.

Franchise Tax -- gross sales tax generated by sales from all public utility providers within the jurisdiction.

General Obligations Bonds -- must be approved by the voters at a General Election. They are typically used to fund larger-scaled public facilities that have a Town-wide benefit, such as a community park or open space.

Improvement Districts -- Arizona towns have the ability to form an improvement district where a special tax is levied to provide capital facilities specifically for that area.

State-Shared Revenues -- cities and towns receive 10% of the State's 5% sales tax. The formula allocating a municipality's share of these funds is based on the population, as a percentage of the total State population.

Income Tax Revenues -- although local governments in Arizona do not have the authority to assess income tax, the State distributes 15% of the income tax (collected by the State in the year two years previous) to municipalities. This allocation is based on the Town's population as a percentage of total State population.

Transaction Privilege (Sales) Tax -- a municipality may assess a sales tax within its jurisdictional boundaries to fund a variety of capital facilities and services. The rates set by different Arizona cities and towns vary, ranging from a low of 1% in Dewey-Humboldt up to 3.5%.

Permit Fees -- include revenues from zoning permits, building fees and a variety of other programs.

Revenue Bonds -- for municipalities of under 75,000, revenue bonds can be issued for public utilities such as sewers and water mains, and for recreational facilities, such as ball fields, playgrounds or swimming pools. These do not require voter approval.

Specialty Industry Tax -- taxes that are assessed to a specific industry. Hotel or bed taxes are common examples.

Transportation Revenues -- the State provides revenues exclusively for street and highway funding from several sources: highway user revenue funds (HURF), local transportation assistance funds (LTAF) from the State gas tax, State lottery and vehicle license fees.

User Fees -- are paid by those wishing to use a facility, such as a park, thereby passing the cost of a given facility to only those who use it.

An Adequate Public Facilities Ordinance is not a revenue source; it is a mechanism to ensure that development does not outpace the facilities that are needed to serve it. Minimum service standards are established for different capital facilities impacted by growth. Subsequent new development must have a Town-approved plan to provide for any shortfalls that a development would create before building permits are issued.

OPEN SPACE/TRAILS ELEMENT

Open Space is the Element that most distinguishes Dewey-Humboldt from its neighbors. One of the main reasons for incorporating as a town was the value its residents put on retaining natural open space.

The hills, river, and stretches of undisturbed lands are, in many ways, more characteristic of the community than its human-built environment. Outdoor enjoyment, much of which has been lost or compromised elsewhere, is protected and prized here.

GOAL: Coordinate with neighboring jurisdictions and agencies to achieve regional open space goals.

Objective: Strive to retain spacious, scenic views among low density development, even along busy transportation corridors.

Objective: Respect State and Federal agencies' land management purposes, while gaining their recognition of the Town's open space planning.

GOAL: Protect scenic vistas, wildlife corridors and habitats, major washes, and riverbeds.

Objective: Identify the Town's natural resources that require protection.

Objective: Recognize State requirements for the preservation of cultural and historical resources.

Objective: Define guidelines for maintaining wash, viewshed, and other visually sensitive open space areas.

Objective: Limit development potential on sensitive lands such as steep terrain, floodplains, and locations where threatened, endangered, or desirable indigenous species may be found.

GOAL: Encourage accessibility to outdoor enjoyment by residents and visitors.

Objective: Develop appropriate entry points to public lands.

Objective: Develop or coordinate a comprehensive trail and trailhead system to provide access to the many adjacent public open spaces and forests.

Objective: Encourage proposals by organizations and land owners to conduct recreational activities on private sites.

Town citizens place a high value on the open, undeveloped areas that are integral to the community's rural character. Preferences run to celebrating the River, the hills and high desert spaces rather than formal parks or lush landscaping that are inconsistent with these surroundings.

The Town's topography ranges from picturesque valleys to steep slopes and hilly peaks. Steep hills, which slope downward toward the center of Town, are located along the eastern and western borders of the Town. There is some slightly sloped, nearly flat land in the northern part of Town near the intersection of Highways 69 and 169.

The Agua Fria River runs mainly north-south with several tributaries that branch off to the east and west. The river bottom is privately-owned. It is important to note that any development that occurs and impacts the soils of the riverbed would fall under the jurisdiction of Yavapai County Flood Control and Army Corps of Engineers.

Historic places such as the mines and smelter, the abandoned railroad, old ranches, and homesteads are more a part of Dewey-Humboldt than golf courses or cookie cutter subdivisions. Old Arizona is not being displaced here; it's being blended with present and future generations of residents.

Open space priorities relate closely with Environmental Planning Element goals and objectives. Together, they are the core components of the Dewey-Humboldt Town Vision 2028.

Existing Open Space

The Town's spaciousness results from a combination of privately-owned lands and tracts of undeveloped acreage controlled by public agencies. Large lot and rural residential homes, as the predominant land use, have established a low density living character. The holdings maintained by the Bureau of Land Management (BLM) and the Arizona State Land Department (ASLD) are currently preserved in their natural condition.

Most residents have ample room on their properties for outdoor enjoyment. Public lands, such as the Prescott National Forest and Bureau of Land Management properties, are available adjoining the Town with qualified access. Plans for trails and access points are intended to expand active and passive use of open lands by families and persons of all ages.

Organized recreational activities are provided by local schools, churches and youth-serving organizations. Citizen input has resulted in a draft comprehensive trails plan which provides access throughout the community and to other trails within Yavapai County and the Prescott National Forest. Trail locations on the Open Space/Trails map are similar to the conceptual roadway alignments appearing on the Circulation Plan map. Proposed trails may be shown on public or private lands but they are not meant to imply a taking of private property or condemnation by eminent domain. Future trails would run on public rights-of-way or on easements granted by property owners through public-private partnership arrangements or voluntary sale/lease of access rights.

Proposed trail networks are for non-motorized travel, such as hiking and equestrian, and are expected to largely follow existing roads and easements. The "Proposed Trails" designation

shown on the Open Space/Trails map (on the last page of this Element) are alignments which may be included in the Town's 2010-2019 Capital Improvement Program. "Potential Trails" are those which may occur in the future after further, detailed study has been conducted.

Future Open Space Considerations

Encouraging the continuation of Dewey-Humboldt's residential tradition in gentleman farms, ranchettes and clustered, cohesive neighborhoods surrounded by open spaces is an inherent General Plan policy. Individual properties' reliance on rural water and wastewater utility services helps to assure that home sites are well-separated with larger lots. Uncongested appearance, rural roadways and trails as well as mountain backdrops will preserve the Town's image of openness.

Additional land planning policies protect the area's views. Examples include:

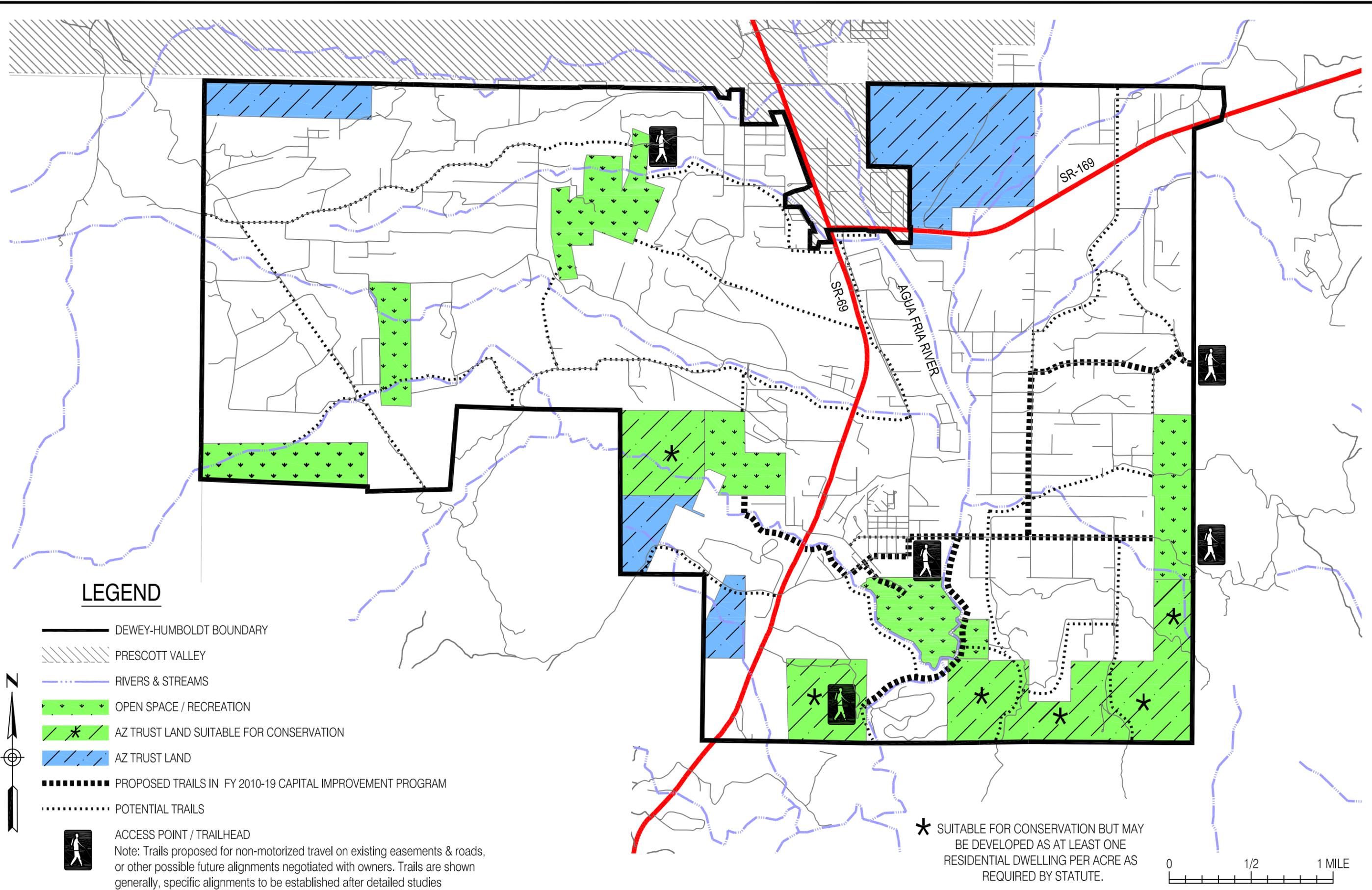
- preventing strip commercial development along major roadways;
- restricting construction on steep slopes or along watercourses;
- influencing County decisions to prevent incompatible intensities on nearby unincorporated lands; and
- pursuing Town Vision 2028 to stand apart from other communities in halting urban sprawl.

Dewey-Humboldt residents recognize that State Trust Lands, both in town and beyond the municipality's borders, are not designated as public open space. They are held as assets for the Trust beneficiaries, such as Arizona's public schools.

That is, these properties may in the future be sold or leased for development with proceeds going to designated recipients. The Town should cooperate with the Arizona State Land Department to assure that any ultimate development would be consistent with the established low-density, residential character or be acquired by an open lands preservation organization.

BLM lands, on the other hand, may be designated for recreational purposes. Acreage can be obtained by following a masterplanning and application process. Although improvement and maintenance costs needn't be great, a sponsoring entity would be desirable.

The Open Space/Trails map designates proposed Open Space for recreational uses on existing BLM lands and former mining sites which have use restrictions with the comprehensive proposed trails network connecting them. The Open Space/Trails map also notes that some of the Arizona State Trust Lands may be suitable for conservation; this may be shown if the Arizona State Lands Department consents to such designation, or if the Town provides an alternative designation allowing at least one residential dwelling per acre.

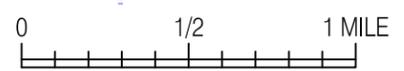


LEGEND

- DEWEY-HUMBOLDT BOUNDARY
- PRESCOTT VALLEY
- RIVERS & STREAMS
- OPEN SPACE / RECREATION
- AZ TRUST LAND SUITABLE FOR CONSERVATION
- AZ TRUST LAND
- PROPOSED TRAILS IN FY 2010-19 CAPITAL IMPROVEMENT PROGRAM
- POTENTIAL TRAILS

ACCESS POINT / TRAILHEAD
 Note: Trails proposed for non-motorized travel on existing easements & roads, or other possible future alignments negotiated with owners. Trails are shown generally, specific alignments to be established after detailed studies

* SUITABLE FOR CONSERVATION BUT MAY BE DEVELOPED AS AT LEAST ONE RESIDENTIAL DWELLING PER ACRE AS REQUIRED BY STATUTE.



OPEN SPACE / TRAILS

ENVIRONMENTAL PLANNING ELEMENT

Environmental issues, combined with Open Space and Water priorities, are recognized as important community values, as well as key General Plan subject matter. Town Vision 2028 underscores the necessity of protecting the natural surroundings for future generations' enjoyment.

As the Highway 69 Corridor continues to develop, clean air, spaciousness, water quality, and other positive environmental attributes will become increasingly at risk. The Town can take a leadership role in preserving the region's natural qualities.

GOAL: Highlight community sustainability by preserving the quality of air, water, and scenic resources.

- Objective:* Utilize all State and Federal resources to achieve clean water and air.
- Objective:* Publicize environmental quality efforts such as reducing dust, discouraging potentially polluting businesses, and fostering wellhead protection.
- Objective:* Protect viewsheds along scenic corridors (roads, trails, washes) and maintain vistas (Black Hills, Blue Hills).
- Objective:* Minimize light pollution to preserve the Town's "dark skies" character.
- Objective:* Continue to work with EPA and ADEQ on environmental quality compliance issues.

GOAL: Promote energy-efficient technologies.

- Objective:* Support "green building" practices (e.g., LEEDS and other national standards).
- Objective:* Encourage use of solar, wind and other alternative power sources by individual homeowners or neighborhood groups.

GOAL: Extend positive environmental influences beyond the Town's boundaries.

- Objective:* Participate in multi-jurisdictional planning coordination to address the impacts of growth on environmental quality.
- Objective:* Solicit view protection cooperation from the County and land management agencies.
- Objective:* Promote local residents' voluntary involvement with regional environmental initiatives such as trail system development and habitat/wildlife corridor protection.

The General Plan spells out the Dewey-Humboldt commitment to environmental excellence. The aim is to sustain healthful conditions for residents and visitors. Conserving natural resources is also an important objective.

Environmental Quality

Preserving the Town's natural attributes will assure continued property value. By reducing negative environmental impacts, residents' use and enjoyment of their properties is protected.

Air quality concerns need to be addressed to forestall degradation from all sources including combustion (e.g., vehicle emissions, wood burning) and airborne particulates from unpaved streets. The current lull in regional growth is a good time to put additional safeguards in place.

Attention to water quality ranges from wellhead protection to tracing larger point sources such as hazardous materials' leaching and Agua Fria River pollutants. Monitoring programs are being advocated.

Other environmental issues include: conserving both recent and ancient archaeological/cultural resources, "dark sky" protection against outdoor lighting glare, prevention of noise pollution and preserving wildlife corridors/habitat. This Element's implementation measures can also lend support to scenic views and multiple open space priorities.

Conserving energy is encouraged in the Dewey-Humboldt General Plan. Major contributions to Environmental Planning will be made by efficient building practices and adoption of alternative energy technologies. The Town's role would be to help facilitate, and consider adopting energy-saving measures.

Regional Initiatives

This community can help inspire pro-active environmental strategies, but interjurisdictional cooperation is necessary. Strategies need to be implemented on a regional basis.

Mitigating negative environmental impacts is one shared regional responsibility. Air and water pollution don't respect municipal boundaries, for example, so coordinated solution strategies must be devised.

Another example of multi-jurisdictional cooperation is sponsoring pro-active programs. Public education, regional projects (e.g., trails), or environmental excellence awards could be conducted on an area-wide basis.

WATER RESOURCES ELEMENT

Dewey-Humboldt is not legally empowered or fiscally structured to become a water provider; however, the Town has a significant role in encouraging appropriate water management.

GOAL: Maintain a sustainable supply of good quality water.

Objective: Participate in regional efforts addressing water-related issues.

Objective: Address potential water quality impacts such as stormwater runoff and disposal of potential polluting wastes (e.g., automotive, medications).

Objective: Foster neighborhood efforts for water re-use and/or recharge.

Objective: Continue local preferences for native landscaping.

GOAL: Develop water conservation policies.

Objective: Inform builders and remodelers about efficient water technologies.

Objective: Assist with water-saving educational programs.

GOAL: Monitor the regional water resources.

Objective: Cooperate with EPA and ADEQ initiatives to prevent groundwater and surface water contamination.

Objective: Strive to exceed minimum State and Federal quality standards.

Objective: Encourage voluntary well sampling for water quality.

GOAL: Protect and sustain the Agua Fria River's viability.

Objective: Monitor the River's surface water quality.

Objective: Maintain riparian habitat along the River and other watercourses.

Water is an important resource for any town. In Dewey-Humboldt, water ownership is in private hands. The Town does not have the ability at this time to provide a 100-year assured water source. Approximately eighty percent of Town residents rely on water rights from private exempt wells to provide for their needs. Other residents who live in the northern-central and southern-central areas of Town rely on one of two private water companies to provide for their water needs. The remaining residents have water hauled to their properties.

The Town does not have sewer mains or a wastewater treatment plant. Therefore, no treated effluent is available for irrigation re-use. Residents have installed septic sewer systems on their properties to serve their individual needs.

Current Water Availability

Two water companies supply a few hundred residents with their water needs. Significant numbers of individuals haul water from a standpipe which is supplied and maintained by the Wilhoit Water Company.

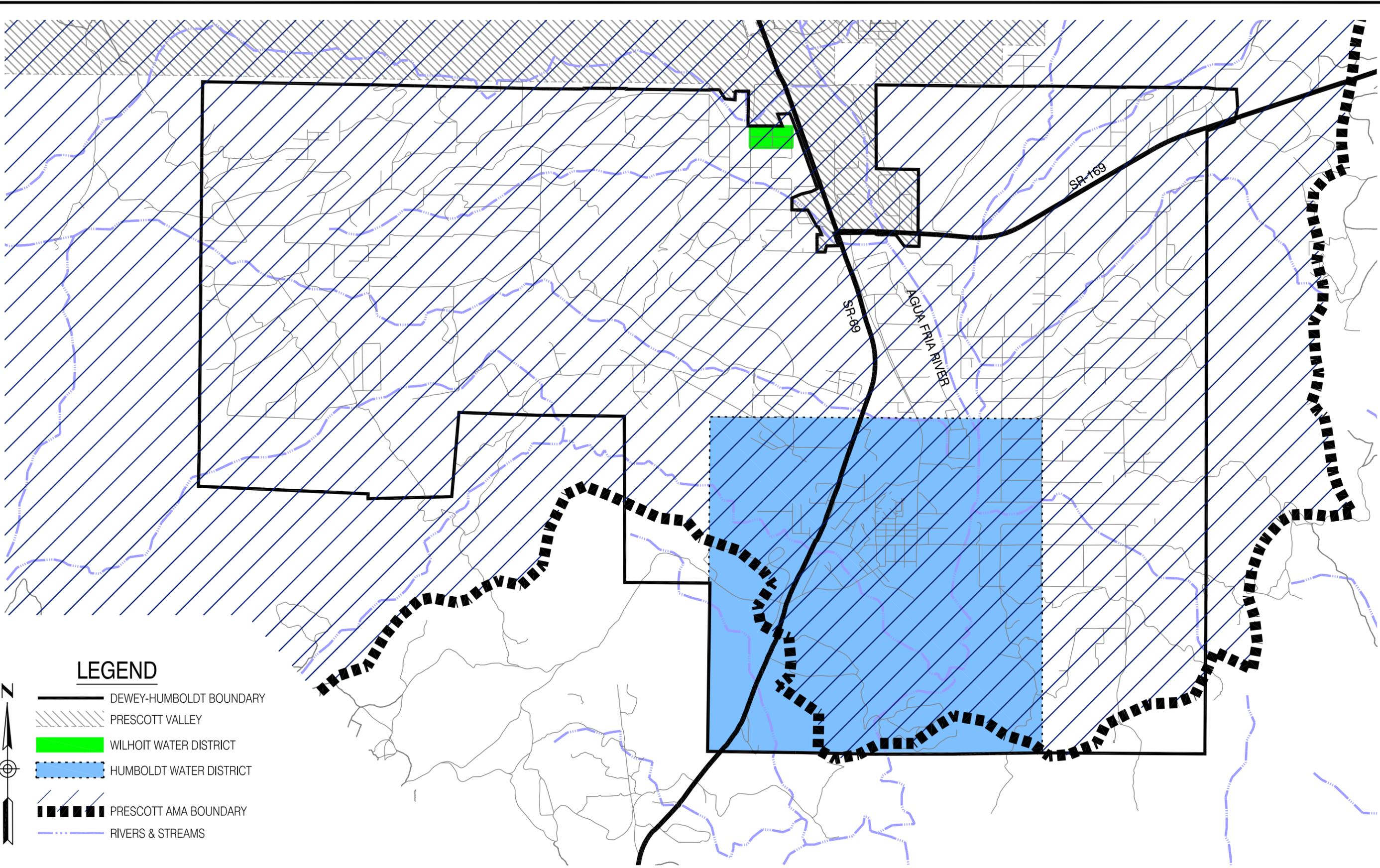
The remaining Town citizens are served by exempt wells, as defined by the 1980 Groundwater Management Act; that is, wells pumping fewer than 35 gallons per minute. A significant portion of the Town is within the Prescott Active Management Area (AMA). The Town has been involved in the regional discussion of water issues.

(See private water company districts and boundary of the Prescott AMA depicted on Water Resources map on the following page)

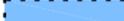
Sustainable Water Resources for the Future

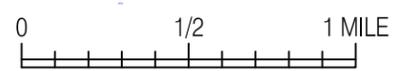
Maintaining groundwater levels sufficient to supply residents' wells is critical. In this regard, continued participation in AMA deliberations will be especially important. Dewey-Humboldt's low-density, low water use policies should be considered a positive factor benefiting the entire watershed.

In addition, water conservation measures could be developed for existing structures as well as new construction in both residential and commercial uses. These might include strategies such as grey water systems, household water conservation, and rainwater harvesting.



LEGEND

-  DEWEY-HUMBOLDT BOUNDARY
-  PRESCOTT VALLEY
-  WILHOIT WATER DISTRICT
-  HUMBOLDT WATER DISTRICT
-  PRESCOTT AMA BOUNDARY
-  RIVERS & STREAMS



WATER RESOURCES

IMPLEMENTATION PROGRAM

General Plans are measured by the tangible results they produce. Vision, goals and objectives have to be acted on for community improvement. The Implementation Program serves as the delivery mechanism for Town planning.

The Program has two parts. First, a menu of strategic options lays out possible initiatives for achieving desired planning results. Town Council is not committed to enable any or all of the listed projects. In any event, it is unlikely that available resources would allow for all activities to be undertaken at the same time. The Implementation Program, however, represents a comprehensive response to the Plan Elements' goals and objectives -- with action recommendations growing out of every stated General Plan Goal.

Then, a simple measuring system provides the basis for determining whether, and how well, General Plan principles are being followed. By evaluating progress on a regular basis, Town citizens can determine which community issues are being addressed adequately, compared with those that had not received much attention.

Action Plan

The step-by-step Action Plan, outlined in the accompanying table, lists various initiatives for achieving General Plan goals and objectives. Recommendations from every Element receive proposed, feasible, implementing activities intended to accomplish the community directions established in Town Vision 2028.

Actions are arranged in short-, mid- and long-term stages. Early on, preparatory steps establish readiness to put progressive change into motion. An example would be prioritizing road segments for acquisition or improvement. Then follow-through begins -- such as construction design or educational activities; and, finally, in the longer term, new facilities are put into place.

The Program is coordinated to share priorities among all General Plan Elements. The Town, private sector interests, civic organizations, and/or other agencies are identified as responsible entities for overseeing Action achievement.

The Action Plan offers an array of choices. It provides a guide to Town decision-makers in making General Plan progress. Available resources will determine which steps should be pursued, and when.

Progress Monitoring

Citizens will want to gauge how well their General Plan is working. A straightforward performance evaluation can help to determine if Element recommendations are being properly followed. This would constitute basic Plan maintenance.

The General Plan deserves an "annual checkup" which could be included as part of the once-a-year General Plan Amendment exercise. An action step inventory should be taken to indicate the activities that have been started and how far along they are as well as those that may have been ignored. Town staff, using the Action Plan table as a checklist, would record progress, if any, on each recommended project. A brief report with explanatory comments would be prepared for Planning and Zoning Commission review. The Commission would then forward its status report findings for Town Council information.

A likely Plan Monitoring cycle might schedule evaluation and reporting to occur in advance of municipal budget preparation. That timing would allow the Council and staff to adjust and integrate General Plan implementation priorities during Capital Improvement Program and Fiscal Year General Budget deliberations.

As noted, some Action Program steps may need to be deferred; others, expedited. Changed conditions, such as new funding sources, could call for added Action Program projects. Regular review assures that the need for recalibrating the implementation schedule is considered on a comprehensive basis. Significant revisions may, if desired, be included in the General Plan Amendment process to document Implementation Program updates.

DEWEY-HUMBOLDT GENERAL PLAN IMPLEMENTATION PROGRAM

ELEMENT/GOALS	SHORT-RANGE (2009-2011)	MID-RANGE (2012-2015)	LONG-RANGE (2016+)	RESPONSIBILITY
LAND USE Preserve small town character Emphasize residential living quality Provide for future generations' needs/desires	Community Core Plan facilitate neighborhood clean-ups begin to address environmental hazards	neighborhood pedestrian connections coordinate homeowner representation continue hazard mitigation promote self-sufficiency (e.g., food, energy)	Town Plaza gathering place community quality events continue hazard mitigation confirm Sustainable Town policies	Planning and Zoning/Council civic organizations Town coordination with EPA/DEQ
CIRCULATION Promote non-urban circulation system Bring roads up to approved standards Expedite orderly acquisition of private roads	establish rural road standards paving plans; drainage/erosion controls adopt Master Streets/Transportation Plan private road acquisition/evaluation	increase CIP commitment for paving continue to implement Master Plan offer dedication incentives	prioritize program completion safety enhancements (e.g., visibility, signage) continue acquisition	Council/Town Engineer Town Engineer, Council CIP Town Engineer, Council approval
COST OF DEVELOPMENT Require infrastructure users to pay fair share of costs Keep municipal services simple and affordable	update development and user fees emphasize, prioritize road improvements	plan projects for landowner investment seek funds (e.g., recreation, open space)	facilitate grants, low-interest loans earmark funds for improvements, maint.	Town staff, Council approval Town CIP, other public and private funds
OPEN SPACE/TRAILS Coordinate with agencies to achieve regional O/S goals Protect scenic vistas, wildlife corridors and habitats Encourage accessibility to outdoor enjoyment	BLM master plan, ASLD designation hillside development guidelines adopt phased trails plan	solicit organizations to operate inventory sensitive resources plan/obtain sponsors for user amenities	seek funding for acquisition, O&M provide preservation incentives trail destinations (e.g., nature walk)	conservation organizations Town staff, P&Z + Council approval private organizations
ENVIRONMENTAL PLANNING Highlight community sustainability by preserving resources Promote energy-efficient technologies Extend positive environmental influences	dust control ordinance guidelines for wood-burning provide "green building" information protection for "dark skies" encourage natural wash preservation plan long-term riparian protection	Environmental Excellence award program consider LEED program assess private sewage treatment options continue riparian/wash protection	Town use of alternative energy energy-efficient Town vehicles publish Town "success" brochure	Town, private organizations Town, private organizations Council, committees
WATER RESOURCES Maintain a sustainable supply of good water quality Develop water conservation policies Monitor area water resources Protect and sustain Agua Fria River's viability	cooperate in pollutant abatement test river water quality/assess quantity test/monitor well depths promote neighborhood water recycling support low water use, native landscaping educate the public on well registration water resources newsletter encourage well, river measurements	awareness, education (e.g., nitrates) ongoing monitoring compare regional water consumption rates assess water table changes recommend mitigation steps, if necessary	continue pollutant abatement limit use of groundwater for turf establish voluntary consumption targets attain higher water quality standards	regional action plans, U of A Extension Council policy Prescott AMA, organizations interjurisdictional coordination, committees

note: these are suggestions only, the Town selects some -- but probably not all -- projects for implementation as resources permit.

Appendix

Glossary

1980 Groundwater Management Act -- led to development of Arizona's Groundwater Management Code, addressing three primary goals: 1) control severe overdraft occurring in many parts of the State; 2) provide means to allocate the State's limited groundwater more effectively; and 3) augment Arizona's groundwater through water supply development.

Acre -- One acre comprises 43,560 square feet or 4,840 square yards. Reference to "acre lots" for planning or zoning purposes considers 35,000 square foot lot sizes -- discounting for street, access easements for ingress/egress, utilities or other dedications -- as an acre.

ADEQ -- Arizona Department of Environmental Quality -- established in 1986 in response to growing concerns about groundwater quality, ADEQ today administers a variety of programs to ensure that Arizona's air, land and water resources meet healthful, regulatory standards.

AMA -- Active Management Area -- pertaining to water resources, Arizona's Active Management Areas were established to provide long-term management and conservation of their limited groundwater supplies. In order to accomplish this, the AMAs administer state laws, explore ways of augmenting water supplies to meet future needs, and routinely work to develop public policy in order to promote efficient use and an equitable allocation of available water supplies.

ARS -- Arizona Revised Statutes -- state laws, Title 9, Cities and Towns, provide for municipal planning and zoning authority.

ASLD -- Arizona State Land Department -- agency responsible for oversight on Arizona State Trust Lands.

BLM -- Bureau of Land Management -- A federal agency in the Department of the Interior responsible for managing natural resources including forests, rangelands, fish, wildlife and plant conservation.

Caveat -- a caution or warning, an explanation to prevent misinterpretation.

Ceteris paribus -- other things being equal

CIP -- Capital Improvement Program -- a financing plan, usually projected over five or six years, to prioritize a municipality's planned public improvement investments, such as infrastructure expansion.

Community Core -- a grouping of mixed land use activities -- shops, services, civic events, work, recreation, living quarters -- usually in a central location, that is accessible and convenient to local residents and visitors.

CYMPO -- Central Yavapai Metropolitan Planning Organization -- a partnership of jurisdictions responsible for transportation planning in the region that includes Dewey-Humboldt.

Dark sky (dark skies) -- a policy to preserve night time tranquility whereby lights installed on a structure or property are placed so that the light faces downward and stays within the boundary of the property.

Density -- a measure of residential development intensity, usually expressed in average numbers of dwelling units per acre.

Development Impact Fees -- see Impact Fees

Downtown Humboldt -- an area in the vicinity of the original mining townsite, today's Main-Prescott Street area -- a portion of a designated Community Core.

EIAC -- Environmental Issues Advisory Committee -- Citizen Committee formed to provide for the identification, assessment and monitoring of environmental/public health issues of concern to the Town.

Elements -- General Plan Elements -- the principal components, or topical subjects, of a municipal General Plan. Arizona Statutes have previously required Land Use and Transportation (Circulation) Elements for all communities. Other Elements that are now required include: Growth Areas (part of Land Use), Water Resources, Costs of Development, Environmental Planning, and Open Space. (See: Growing Smarter and Growing Smarter Plus)

Eminent domain -- acquiring private property, through just compensation, for public use. Not intended in the General Plan.

EPA -- Environmental Protection Agency -- a Federal agency charged with protecting the environment and maintaining it for future generations.

Fiscally sustainable -- evaluating a proposed municipal investment or program to determine whether the project can become self-supporting as opposed to requiring continuing subsidy.

Land Use Map -- a generalized graphic illustration showing the desired development pattern by land use category (such as residential, commercial or open space) including existing and future uses.

General Plan -- a formal, adopted document that expresses a jurisdiction's intent for preserving or improving local conditions; or "a municipal statement of land development policies, which may include maps, charts, graphs and text which set forth objectives, principles and standards for local growth and redevelopment" --ARS 9-461. Public hearings are held by the Planning and Zoning Commission and Town Council before a General Plan may be adopted or amended.

Growing Smarter -- Arizona legislation (1998) requiring municipalities with a population above 2,500 persons and experiencing growth to update General Plans with additional considerations: Growth Areas, Costs of Development, Environmental Planning and Open Space.

Growing Smarter Plus -- builds upon the 1998 Growing Smarter Act and became effective in May 2000. Added Water Resources Element, General Plan Amendment criteria and guidelines for submitting General Plan to voters.

Goals -- statements of fundamental aims for civic accomplishments through public and private actions. (See, also: Objectives)

GPCAC -- General Plan Citizens Advisory Committee -- One of the Town's Ad Hoc Committees formed to advise the Town regarding development of the General Plan.

Green building -- A comprehensive approach to building that results in increased energy and water efficiency, a healthier and more pleasant indoor environment and a sustainable site design, all accomplished while minimizing construction waste and using environmentally-sensitive building materials.

HURF -- Highway User Revenue Funds -- money raised primarily from gasoline taxes that is distributed by the State to local governments to be spent for transportation-related purposes.

Home-based business -- limited commercial activity that may be conducted from a residence, in accordance with municipal zoning and other regulations.

Impact fees -- fees assessed to require fair share contributions from property developers to extend infrastructure or provide other municipal services to benefit the development's end users. (also Development Impact Fees)

Implementation Program -- suggested actions, often phased over time, intended to achieve planning objectives and goals.

Indigenous species -- wildlife or plant materials growing, living, or occurring naturally in a particular region or environment.

Infrastructure -- Municipal infrastructure generally includes public works systems such as roads, water/wastewater and drainage. Public utilities -- electricity, gas, cable -- are often considered as part of infrastructure.

Intensity -- relative impacts arising from the type and extent of development: building bulk or height, numbers of dwelling units, lot coverage, residential or employee population, traffic generation, etc.

LEEDS -- Leadership in Energy and Environmental Design -- U.S. Green Building Council's program which provides standards for environmentally sustainable construction.

LTAF -- Local Transportation Assistance Funding -- funds to be used for transportation purposes derived from State Lottery proceeds and distributed to local governments on the basis of population.

Objectives -- specific steps toward achieving planning goals -- including programs (such as street-widening) or performance standards (as accident reduction). (See, also: Goals)

Quad-cities -- four central Yavapai County Arizona communities consisting of Prescott, Prescott Valley, Chino Valley and Dewey-Humboldt.

Regulatory process -- steps necessary to comply with code or ordinance requirements; for example: application, preparing plans and studies, document review, public hearings and appeals.

Rural -- country living often with agricultural activities such as raising crops or livestock.

Spot zoning -- a rezoning classification on an individual property that permits uses that likely would not be compatible with surrounding development.

Sustainable design -- incorporation of efficient, lasting features that are economical and environmentally-sound in building, architecture, public works and site plans.

Urban development -- construction that converts much of the natural environment to man-built structures, roadways and facilities intended to accommodate places for human activities -- living, working, recreating -- in compact arrangements.

Urban sprawl -- In land planning, "sprawl" or "leapfrog development" refers to rapid, outlying construction proceeding on non-contiguous parcels of land, which may result in inefficient, costly infrastructure extensions.

Vision Statement -- citizens' definition of the distinctive attributes of their community that should be fostered or preserved by the General Plan.

Wellhead protection -- a strategy developed to protect the quality of drinking water supplies by curtailing potential sources of contaminants that might otherwise pollute the earth around wells pumping groundwater.

RESOLUTION № 08-61

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT ADOPTING A CITIZEN PARTICIPATION PLAN PURSUANT TO STATE LEGISLATION FOR THE PURPOSE OF ENSURING AN OPEN PROCESS FOR DEWEY-HUMBOLDT CITIZENS TO BECOME ACTIVELY INVOLVED IN THE PREPARATION OF THE DEWEY-HUMBOLDT GENERAL PLAN.

Whereas, the Town of Dewey-Humboldt desires to inform and empower its citizens to participate in the preparation of the Dewey-Humboldt General Plan by encouraging all to provide vision, direction and guidance to the planning process;

Whereas, outreach communication, education and opportunities for involvement in the processes of local government is a fundamental principle of democracy;

Whereas, the Town is committed to complying with the spirit and intent of Arizona's "Growing Smarter" legislation, including public consideration of proposed General Plan elements and implementation strategies, with opportunities for Town-wide discussions, meetings, public hearings, education, information, and interactive communication; and consideration of citizen input regarding General Plan development; and

Whereas, Arizona Revised Statutes § 9-461.06 requires that the Town Council adopt written procedures to provide "effective, early and continuous public participation in the development and major amendment of the General Plan from all geographic, ethnic and economic areas" of the Town.

Now, Therefore, Be It Resolved that the Town Council of the Town of Dewey-Humboldt, State of Arizona, adopts the following procedures to promote effective, early and continuous public participation in the development, adoption and major amendments to the Dewey-Humboldt General Plan.

1. **Purpose.** The purpose of General Plan "Citizens' Participation Plan" is to receive public input for directing Town growth and development in accord with the following factors:
 - 1.1. **Project Scope.** The Dewey-Humboldt General Plan process constitutes a new draft of the General Plan, including at least the following elements:
 - 1.1.1. Land Use;
 - 1.1.2. Circulation;
 - 1.1.3. Cost of Development;
 - 1.1.4. Open Space and Environment; and
 - 1.1.5. Water Resources.
 - 1.2. **Policy Direction.** Public expressions of preference offer guidance to their elected and appointed officials in matters pertaining to living quality, type and intensity of proposed development, preservation of the environment, and other matters of public health, safety and welfare.

2. **Citizen Participation Activities.** The following activities are expected to enable participation among a broad base of residents; business people; persons representing a range of cultural, ethnic, economic and generational interests is a key aspect of the Citizens’ Participation Plan. Among opportunities for General Plan involvement by individuals or groups are:
 - 2.1. **Written comments.** Written comments are encouraged to be submitted to Dewey-Humboldt Town Hall.
 - 2.2. **General Plan Committee Meetings.** Public input and participation meetings with the “General Plan Committee.” This ad hoc Committee will be comprised of 1-2 members of the Planning Commission appointed by Council, 1-2 members of the Town Council appointed by the Mayor, and 2-3 concerned citizens appointed by Council. It should meet at least monthly, and for no more than 6 months. The Committee’s role is to provide for discussion and public input on:
 - 2.2.1. Vision and Goals; and
 - 2.2.2. Policy opinion regarding draft Goals and Objectives.
 - 2.3. **Public Hearings.** All public hearings will be noticed a minimum of 15 days in advance of said hearing. The notice will be published in the newspapers of general circulation in Yavapai County. Public hearings are expected to provide an opportunity for citizen testimony regarding the Dewey-Humboldt General Plan document. A minimum of 1 public hearing each will be held by the:
 - 2.3.1. Dewey-Humboldt Planning and Zoning Advisory Commission; and
 - 2.3.2. Dewey-Humboldt Town Council.
 - 2.4. **Election.** Once the Plan is approved by Council, it will be presented to the electorate at the next available election occurring more than 120 after final adoption (as required by State law).
3. **Agency and Entity Participation Activities.** The Dewey-Humboldt General Plan is intended to consider input from other governments, planning organizations, and information sources.
 - 3.1. **Jurisdictions/Agencies.** Among entities required to be contacted to assure joint planning compatibility are:
 - 3.1.1. Yavapai County;
 - 3.1.2. Northern Arizona Council of Governments;
 - 3.1.3. Adjacent municipalities;
 - 3.1.4. Arizona Department of Commerce;
 - 3.1.5. Arizona State Land Department;
 - 3.1.6. Bureau of Land Management; and
 - 3.1.7. Prescott National Forest.
 - 3.2. **Entities.** As a supplement to scheduled community and public body meetings, targeted outreach efforts strive for inclusiveness from Town organizations and agencies. Efforts extended to encourage participation by major stakeholders and interest groups include solicitation of input from:
 - 3.2.1. School and College Districts;

3.2.2. Public Utilities; and

3.2.3. Chambers of Commerce

3.3. **Draft Plan Review.** Draft General Plan documents are to be provided to agencies and jurisdictions and to persons requesting copies in writing, for the required 60 day review period preparatory to required notice of the Planning Commission's consideration of General Plan for recommendation to the Town Council.

3.4. **Plans Incorporation.** Planning studies adopted or in progress are to be cross-referenced or integrated into the General Plan, including documents provided by the agencies listed above.

4. **Citizen Information Activities.** Several communication methods will be used to reach a broad cross-section of Dewey-Humboldt.

4.1. **Citizen Information.** Opportunities for citizen expression of opinion and findings of fact summaries are typically distributed at public and General Plan Committee meetings and other planning events.

4.1.1. Citizen Surveys. Surveys are being mailed to Dewey-Humboldt residents, which will be analyzed and reported, and a portion of which applies to planning values;

4.1.2. Newsletter. Background Information on General Plan Processes, Elements and related components will be published in the "Dewey-Humboldt Newsletter;" and

4.1.3. Electronic Media (as outlined below).

4.2. **Electronic Media Access.** Electronic information will be provided.

4.2.1. General Plan Web Page. Announcements and project status updating will occur regularly; summaries and data from draft General Plan Elements are provided on the Town of Dewey-Humboldt's web site (www.dhaz.gov) with visual and audio presentation of General Plan meetings and hearings for all residents, which will be available at home or on Town Library computers; and

4.2.2. Meeting Recording and Broadcast. Live internet broadcast of public hearings and other meetings held at Town Hall.

4.3. **Mass Media Notification.** Public notice of meetings and information articles on status of the General Plan will be provided to newspapers of general circulation and local radio stations, when possible.

4.4. **Notice.** A mailing list of interested parties will be maintained by the Dewey-Humboldt Town Manager's Office, and those on the list will be notified of community meetings and public hearings. Announcement of all community meetings will be posted and advertised using the Town's customary methods for public meetings.

5. **Authorization to Prepare Documents.** The Town Manager, Town Clerk, Town Attorney, Town Planner, and any other necessary persons are hereby authorized to prepare the agreements, forms and instruments contemplated to be used by the Town in implementing the provisions of the Citizens' Participation Plan.

6. **Effective Date.** This Resolution shall be effective immediately.

Passed and Adopted by the Mayor and Town Council of the Town of Dewey-Humboldt, Arizona, this 18th day of November 2008.

/s/ _____
Earl Goodwin, Mayor

ATTEST:

APPROVED AS TO FORM:

/s/ _____
Judy Morgan, Town Clerk

/s/ _____
Kenton Jones, Town Attorney

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