

**THE PLANNING & ZONING ADVISORY COMMISSION
FOR THE TOWN OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE
Thursday, April 6, 2017, 6:00 P.M.**

**P&Z MEETING
2735 S. HWY 69**

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

AGENDA

The issues that come before the Planning & Zoning Advisory Commission are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Commission believes that the meeting be a safe place for people to speak. With this in mind, the Commission asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Agenda items may be taken out of order. Please turn off all cell phones. The Commission meeting may be broadcast via live streaming video on the internet in both audio and visual formats. A quorum of Council may be present. One or more members of the Commission may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

1. Call To Order.

2. Opening Ceremonies.

2.1. Pledge of Allegiance.

2.2. Swearing in of new Commissioner, Penney Hubbard, to the Planning and Zoning Commission.

3. Roll Call. Commissioners Karen Brooks, Luis Chavez, Lori Crofutt, Penney Hubbard, Rich Schauwecker; Vice Chair Jeff Siereveld; Chair Victor Hambrick.

4. Informational Reports. Individual members of the Commission and public may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the Commission and public of such events, actions or activities. The Commission will take no discussion, consideration, or action on any such item except that an individual member of the Commission may request an item be placed on a future agenda.

5. Planner's Update on current events and activities. No discussion, deliberation or legal action can occur.

6. Consent Agenda. All matters listed under the Consent Agenda are considered to be routine by the Commission and will be enacted by one motion. Any item may be removed from the Consent Agenda for separate consideration at a Commissioner's request. If a citizen desires separate consideration of an item, he or she should approach a Commissioner prior to the meeting and ask that the Commissioner request that the item be removed.

6.1. Minutes. Minutes from the Planning & Zoning March 9, 2017 Regular Meeting.

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

8. Discussion Agenda – Unfinished Business. Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.

8.1. Discussion on the development of a strategy proposal to recommend to Council for the

addressing of zoning anomalies.

9. Public Hearing Agenda. None

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

10. Comments from the Public. The Commission wishes to hear from Citizens at each meeting. Those wishing to address the Commission need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Commission. Individuals may address the Commission on any issue within its jurisdiction. At the conclusion of Comments from the Public, Commissioners may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Commissioners are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. The total time for Comments from the Public is **20** minutes. A 3-minute time limit may be imposed on individuals within this total. The audience is asked to please be courteous and silent while others are speaking.

11. Adjourn.

For Your Information:

Next Town Council Special (Pre-Budget) Session: Tuesday, April 11, 2017 at 9:00 a.m.

Next Town Council Work Session: Tuesday, April 11, 2017 at 6:30 p.m.

Next Town Council Meeting: Tuesday April 18, 2017 at 6:30 p.m.

Next Planning & Zoning Commission Meeting: Thursday, May 4, 2017 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 _____, 2017, at ____ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.
By: _____, Town Clerk's Office.

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

**TOWN OF DEWEY-HUMBOLDT
PLANNING AND ZONING ADVISORY COMMISSION
REGULAR MEETING MINUTES
MARCH 9, 2017**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, MARCH 9, 2017 AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA, CHAIR VICTOR HAMBRICK PRESIDED

1. **Call To Order.** Meeting was called to order at 6:01pm by Chair Hambrick. Item 2.2 was moved forward in the agenda to allow for the new commissioners to be sworn in so that the requirement for a quorum would be met.

2.2. Swearing in of new Commissioners, Karen Brooks, Lori Crofutt and Penney Hubbard, to the Planning and Zoning Commission. Town Clerk Judy Morgan performed the swearing in of newly appointed Commissioners Karen Brooks and Lori Crofutt. Penney Hubbard was not in attendance and was not sworn in as Commissioner. The new Commissioners took their place on the dais.

Commissioner Rich Schauwecker arrived at 6:05pm.

2. **Opening Ceremonies.**

2.1. Pledge of Allegiance. Done

3. **Roll Call.** Commissioners, Karen Brooks, Lori Crofutt, Rich Schauwecker; Vice-Chair Jeff Siereveld and Chair Victor Hambrick were present. Commissioner Luiz Chavez was absent.

4. **Informational Reports.** There were no reports from individual members of the Commission or public at this time.

5. **Planner's Update on current events and activities.**

Community Planner, Steven Brown stated that he will provide a presentation later in the meeting to discuss the first item on the priority list provided to the Planning and Zoning Commission from the Town Council.

6. **Consent Agenda.**

6.1 Minutes. Minutes from the January 5, 2016 Planning & Zoning Regular Meeting. Motion was made by Vice Chair Siereveld to approve the meeting minutes from the January 5, 2016 regular Planning and Zoning Commission meeting. The motion was seconded by Commissioner Rich Schauwecker. The motion passed unanimously.

7. **Discussion Agenda – Unfinished Business**

- 7.1. Briefing by Chair Hambrick on the Joint Meeting with Council on February 7, 2017 and next steps.**

Chair Hambrick shared the opportunity that the Planning and Zoning Commission had to meet in a joint session with the Town Council. Most members were in attendance and heard the discussion regarding the recommendation of items and the prioritizing of those items by the Town Council. Community Planner Steven Brown will be presenting the number one priority at this meeting. Chair Hambrick also identified the whole list of items that were discussed. These items included; the proposed volunteer group to assist residents with correcting code violations, possible routes for permanent access across the Agua Fria River, Improvement districts to transition private roads to public, review of the Town General Plan and the discussion of zoning anomalies.

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

8.1. Presentation by Community Planner on zoning anomalies and possible direction for developing strategy for addressing.

Community Planner Steven Brown reviewed the priority list for the benefit of the new commissioners stating that the zoning anomalies were priority #1. The following priorities were given to the remaining items as determined by the Town Council. 2.) Improvement districts as a mechanism for improving private roads that are proposed to transition to public which may provide secondary access to certain areas of town, 3.) Review of Town General Plan Update process and alternatives which needs to be readopted or update by 2019 (which were provided to the new commissioners), 4.) Review of the Town General Plan Circulation element and challenges to implementations, 5.) Exploration of possible routes for providing permanent access across the Agua Fria River 6.) Establishment of a volunteer group to provide assistance to help individual comply with code enforcement violations. Mr. Brown shared that council felt this was a good idea but not necessarily an item that the Planning and Zoning Commission should be tasked to do and it may end up being an ad hoc committee.

Mr. Brown's presentation highlighted the areas within the town that have been identified as having two or more zoning codes for one property. He had spoken with Director of Development Services Mr. Mauk at Yavapai County, and his department was unable to determine when or why these zones were put in place. These anomalies have no identifiable history as to why they are currently zoned with multiple designations. The town is looking to make a one-time change in the zoning designations rather than to have all the property owners request the needed changes individually.

Speaking first about Area 1, Mr. Brown pointed out the noticeable octagon form and where it touches on 3 different zoning designations, R1L-70, R1-70 and R1L-175. Council is asking the Planning and Zoning Commission to develop a strategy, a logical means to address this with the property owners, and come up with a solution for this area and the other two identified areas.

Chair Hambrick inquired if all the "blue" parcels would be zoned to be either 4 acres or 1.6 acres, and shared that he felt a higher density zoning was better. Commissioner Brooks asked how they will examine who it is and what this zone change will do to them. Mr. Brown shared that right now staff is beginning to look at things like non-conforming uses, but is asking the commission to come up with ideas on how the town code will be used with existing state statutes (to be provided at next meeting) to address this issue.

Mr. Brown's presentation for Area 3 shows that there are not as many properties but they are zoned both R1L-70 and R1-25. Again the direction for the commission is to find a strategy to help all property owners at one time with the three areas. Area 2 creates the same problems but with the zoning designations of R1L-70 and R1-70. There is a resident that has raised the question of splitting his 5 acre parcel, but with two zoning areas he is unable to meet the code requirements. He is waiting to see what happen during this process.

Mr. Brown shared that after the process has been determined, the whole plan will need to be posted and notices sent to the public for discussion. Mr. Brown stated that the ideal new zoning designations should increase density for that parcel.

Mr. Brown confirmed that the final plan will provide the fairest zoning change which may

not necessarily be good for all. The goal in mind is to eliminate the problem obtaining buy-in of the individual owners, which includes public participation and notification of owners, both that live in- and out-of-town. Commissioner Brooks asked about the small strip of land at the top of the town border. Mr. Brown stated that was a 200 foot strip that was annexed.

Mr. Brown clarified that at the next meeting there would be discussion of the processes, maintenance and legal noticing to move forward. He identified that Area 1 would be discussed in more detail. Commissioner Crofutt asked for a clarification of the zone designations. Mr. Brown stated that R1L-70 is “R” for residential, the “L” identifying that there is a limited use (homes must be stick built) and the “70” refers to a parcel size of 70,000 square feet. However, a manufactured home is an allowed use on the R1-70 zone (no “L”, no limitation). The “175” refers to a parcel with a minimum square feet of 175,000.

Chair Hambrick asked for staff to provide any references with the town code and state statutes to be provided to all commissioner at the next meeting in regards to amending zoning designations. He also asked staff to research if the zone change would affect any tax value on the properties.

9. Public Hearing Agenda. There were no public hearings scheduled for this Planning and Zoning Commission meeting.

10. Comments from the Public. There were no comments from the public.

11. Adjourn. Meeting was adjourned at 6:48 p.m.

Chair Victor Hambrick

ATTEST:

Dee Dee Moore, Community Development Technician

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TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8643 • Fax 928-632-7365

MEMO

Date: March 15, 2017

To: Planning Zoning Commission

From: Steven Brown

Re: Staff Report P&Z Meeting of April 6, 2017

2.2. Swearing in of New Commissioners:

On February 21, 2017, the Council appointed three (3) new members to the Commission. Two of the new members were sworn in at the March 9, 2017 meeting. Staff has scheduled the oath of office to be administered to the remaining new commissioner to assume her term on the Planning and Zoning commission at this meeting.

Penney Hubbard – 2-year term

8.1 Discussion on the development of a strategy proposal to recommend to Council for the addressing of zoning anomalies.

Priority List Established by Council:

a. Discussion regarding troubling existing zoning anomalies:

There are a number of areas in the Town where we have inherited some zoning district boundaries that appear to totally disregard property lines for no apparent reason. These district boundaries split parcels creating problems for development. The Planning Department has received a number of calls from property owners in these areas seeking clarification of their development potential given this situation.

The P&Z received direction from the Council to make this the top priority for their work.

- The best way to start an investigation of the issues to be faced in developing a strategy to address the zoning anomalies might be to first understand the statutory and local code provisions for amending the zoning of a property (see attachment A).

- Assuming that the strategy will include a need to propose amendment of the zoning of multiple properties, the next step would be to investigate the tax assessment implications of changing a property's zoning from one district to another. In the cases that could be considered, all properties involve proposing their being split between two or more low density residential districts (70,000 sq. ft. and 175,000 sq. ft. to 70,000 sq. ft. per parcel). One of the split areas could involve a change from a low density/moderate density to moderate density (70,000 sq. ft. and 25,000 sq. ft. to 25,000 sq. ft. per parcel).

During the last P&Z meeting, as part of a discussion of this task, an issue was raised as the possible impact a change in zoning on the Tax Assessment.

The factors listed below are from the Yavapai County Assessor's web page.

Assessment of Valuation Factors

The items below are examples of factors taken into account when assessors value your property. These factors taken in combination with recent home sale statistics, allow assessors to establish a "market value" assessment for residential properties.

- Style of Building (examples: single level, bi-level, specialty homes)
- Use of property
- Size of lot
- Location
- Size of house (outside measurements)
- Year built
- Additional Structures (examples: garages, porches, swimming pools)
- Exterior finish
- Building condition
- Type of roof
- Fireplaces, air conditioning or other special features

As zoning was not one of the factors listed, Town staff contacted the County Assessor's office to ask about what, if any impact the change in zoning would have on the assessment.

In talking with Jen McGovern, Appraiser Supervisor for Yavapai County, I learned that the appraisal is based on the use, and that the only thing that will change the appraisal is a change in use. If a given property is split, or the use is changed from say, single family to multi-family, or from single-family to commercial, etc.

Simply changing from one single family zoning district to another single family district would not, in itself result in a change in the assessment.

To verify this, I have examined three sets of vacant properties approximately the same size for simplicity, to compare the assessments (see Attachment B).

1. Two parcels, one zoned R1L-175 and another zoned R1L-70, both 5 acres in area and vacant, both in the same Tax Area, both with the same Usage Code and Same Assessment Ratio.

Both parcels have an Assessed Value for 2018 of \$2,227 and were billed for \$276 in 2016.

2. Two parcels, one zoned R1L-175 and another zoned R1L-70, both 4.29 acres in area and vacant, both in the same Tax Area, both with the same Usage Code and Same Assessment Ratio.

Both parcels have an Assessed Value for 2018 of \$2,272 and were billed for \$269 in 2016.

3. Two parcels, one zoned R1L-25 and another zoned R1L-70, both 1.61 acres in area and vacant, both in the same Tax Area, both with the same Usage Code and Same Assessment Ratio.

Both parcels have an Assessed Value for 2018 of \$1,721 and were billed for \$203 in 2016.

Besides the statutory requirements in Section 9-462, and Town Code Section 153.022, the state legislature, in 2010 passed Senate Bill 1598, known as the Municipal Regulatory Bill of Rights which mandated:

“A. For any new ordinance or code requiring a License, a municipality shall have in place an overall time frame during which the municipality will either grant or deny each type of license that it issues. The overall time frame for each type of License shall state separately the Administrative Completeness Review time frame and the Substantive Review time frame.”

In response to this the Town developed time lines for each “License” the Town issues (including re-zoning) (see ATTACHMENT C) and provide a flow diagram providing clear and transparent time frames in keeping with 1598.

The Citizen Participation Plan included in the Time Line refers to Town Code Section 153.023 which requires that:

“Every applicant who is proposing a project which requires a public hearing shall include a citizen participation plan, which shall be implemented prior to the first public hearing. This process shall be started prior to submitting a rezoning, general plan major amendment or use permit application.

A Guide to Citizen Participation Plans and Reporting was developed (see ATTACHMENT D) to make the process more understandable.

Staff is prepared to start through a review of the ATTACHMENTS with the Commission starting at your April 6, 2017 meeting. It is likely it will take more than one meeting to make it through all the material, and thus we will continue to include it in subsequent agendas.

The final result can be a Step by Step strategy for the P&Z to recommend to the Council. The rezoning of properties can be initiated by individual property owners, P&Z or Council. It will be up to Council how they want to proceed, but through the development of the strategy they will have the necessary information to make that decision.

ATTACHMENT A

Zoning Amendments, Authority and Procedures.

State Statute:

9-462.03. Amendment procedure

A. The governing body of the municipality shall adopt by ordinance a citizen review process that applies to all rezoning and specific plan applications that require a public hearing. The citizen review process shall include at least the following requirements:

- 1. Adjacent landowners and other potentially affected citizens will be notified of the application.*
- 2. The municipality will inform adjacent landowners and other potentially affected citizens of the substance of the proposed rezoning.*
- 3. Adjacent landowners and other potentially affected citizens will be provided an opportunity to express any issues or concerns that they may have with the proposed rezoning before the public hearing.*

B. A zoning ordinance that changes any property from one zone to another, that imposes any regulation not previously imposed or that removes or modifies any such regulation previously imposed must be adopted following the procedure prescribed in the citizen review process and in the manner set forth in section 9-462.04.

9-462.04. Public hearing required

A. If the municipality has a planning commission or a hearing officer, the planning commission or hearing officer shall hold a public hearing on any zoning ordinance. Notice of the time and place of the hearing including a general explanation of the matter to be considered and including a general description of the area affected shall be given at least fifteen days before the hearing in the following manner:

1. The notice shall be published at least once in a newspaper of general circulation published or circulated in the municipality, or if there is none, it shall be posted on the affected property in such a manner as to be legible from the public right-of-way and in at least ten public places in the municipality. A posted notice shall be printed so that the following are visible from a distance of one hundred feet: the word "zoning", the present zoning district classification, the proposed zoning district classification and the date and time of the hearing.

2. In proceedings involving rezoning of land which abuts other municipalities or unincorporated areas of the county or a combination thereof, copies of the notice of public hearing shall be transmitted to the planning agency of such governmental unit abutting such land. In proceedings involving rezoning of land that is located within the territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, the municipality shall send copies of the notice of public hearing by first class mail to the military airport. In addition to notice by publication, a municipality may give notice of the hearing in such other manner as it may deem necessary or desirable.

3. In proceedings that are not initiated by the property owner involving rezoning of land which may change the zoning classification, notice by first class mail shall be sent to each real property owner, as shown on the last assessment of the property, of the area to be rezoned and all property owners, as shown on the last assessment of the property, within three hundred feet of the property to be rezoned.

4. In proceedings involving one or more of the following proposed changes or related series of changes in the standards governing land uses, notice shall be provided in the manner prescribed by paragraph 5:

(a) A ten per cent or more increase or decrease in the number of square feet or units that may be developed.

(b) A ten per cent or more increase or reduction in the allowable height of buildings.

(c) An increase or reduction in the allowable number of stories of buildings.

(d) A ten per cent or more increase or decrease in setback or open space requirements.

(e) An increase or reduction in permitted uses.

5. In proceedings governed by paragraph 4, the municipality shall provide notice to real property owners pursuant to at least one of the following notification procedures:

(a) Notice shall be sent by first class mail to each real property owner, as shown on the last assessment, whose real property is directly governed by the changes.

(b) If the municipality issues utility bills or other mass mailings that periodically include notices or other informational or advertising materials, the municipality shall include notice of such changes with such utility bills or other mailings.

(c) The municipality shall publish such changes prior to the first hearing on such changes in a newspaper of general circulation in the municipality. The changes shall be published in a "display ad" covering not less than one-eighth of a full page.

6. If notice is provided pursuant to paragraph 5, subdivision (b) or (c), the municipality shall also send notice by first class mail to persons who register their names and addresses with the municipality as being interested in receiving such notice. The municipality may charge a fee not to exceed five dollars per year for providing this service and may adopt procedures to implement this paragraph.

7. Notwithstanding the notice requirements set forth in paragraph 4, the failure of any person or entity to receive notice shall not constitute grounds for any court to invalidate the actions of a municipality for which the notice was given.

B. If the matter to be considered applies to territory in a high noise or accident potential zone as defined in section 28-8461, the notice prescribed in subsection A of this section shall include a general statement that the matter applies to property located in the high noise or accident potential zone.

C. After the hearing, the planning commission or hearing officer shall render a decision in the form of a written recommendation to the governing body. The recommendation shall include the reasons for the recommendation and be transmitted to the governing body in such form and manner as may be specified by the governing body.

D. If the planning commission or hearing officer has held a public hearing, the governing body may adopt the recommendations of the planning commission or hearing officer without holding a second public hearing if there is no objection, request for public hearing or other protest. The governing body shall hold a public hearing if requested by the party aggrieved or any member of the public or of the governing body, or, in any case, if no public hearing has been held by the planning commission or hearing officer. In municipalities with territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, the governing body shall hold a public hearing if, after notice is transmitted to the military airport pursuant to subsection A of this section and before the public hearing, the military airport provides comments or analysis

concerning the compatibility of the proposed rezoning with the high noise or accident potential generated by military airport or ancillary military facility operations that may have an adverse impact on public health and safety, and the governing body shall consider and analyze the comments or analysis before making a final determination. Notice of the time and place of the hearing shall be given in the time and manner provided for the giving of notice of the hearing by the planning commission as specified in subsection A of this section. In addition a municipality may give notice of the hearing in such other manner as it may deem necessary or desirable.

E. A municipality may enact an ordinance authorizing county zoning to continue in effect until municipal zoning is applied to land previously zoned by the county and annexed by the municipality, but in no event for longer than six months after the annexation.

F. A municipality is not required to adopt a general plan prior to the adoption of a zoning ordinance.

G. If there is no planning commission or hearing officer, the governing body of the municipality shall perform the functions assigned to the planning commission or hearing officer.

H. If the owners of twenty per cent or more either of the area of the lots included in a proposed change, or of those immediately adjacent in the rear or any side thereof extending one hundred fifty feet therefrom, or of those directly opposite thereto extending one hundred fifty feet from the street frontage of the opposite lots, file a protest in writing against a proposed amendment, it shall not become effective except by the favorable vote of three-fourths of all members of the governing body of the municipality. If any members of the governing body are unable to vote on such a question because of a conflict of interest, then the required number of votes for passage of the question shall be three-fourths of the remaining membership of the governing body, provided that such required number of votes shall in no event be less than a majority of the full membership of the legally established governing body.

I. In applying an open space element or a growth element of a general plan, a parcel of land shall not be rezoned for open space, recreation, conservation or agriculture unless the owner of the land consents to the rezoning in writing.

J. Notwithstanding the provisions of section 19-142, subsection B, a decision by the governing body involving rezoning of land which is not owned by the municipality and which changes the zoning classification of such land may not be enacted as an emergency measure and such change shall not be effective for at least thirty days after final approval of the change in classification by the governing body.

Town Code:

§ 153.022 AMENDMENTS TO CHAPTER.

The Town Council may, from time to time, following public hearings and Commission report as prescribed by this chapter, amend, supplement or change the Zoning Regulations or Map. Any such proposed change may be initiated by the Commission, the Town Council or by petition and application of property owners. An application for amendment shall be filed in the office of the Zoning Administrator on forms provided.

(A) District boundary change (rezoning). A property owner or authorized agent of a property owner desiring an amendment or change in the Zoning Regulations changing the zoning district boundaries within an area previously zoned shall file an application for the amendment or change.

(B) Zoning regulations change (text). An application for a change in the regulations (not otherwise addressed by A.R.S. requirements) shall be accompanied by the written consent of at least ten owners of property in the town area of jurisdiction.

(C) Commission action. Upon receipt of any proposed amendment, the same shall be submitted to the Planning and Zoning Commission for a report. Prior to reporting to the Town Council, the Commission shall hold at least one public hearing thereon, after giving at least 15 days' notice thereof by publication (at least once) in a newspaper of general circulation in the county seat, and by posting the area included in any proposed zoning district change.

(1) Prior to noticing for a proposed zoning district change, the Commission may (on its own motion) delimit a more compatible zoning area (or require the applicant to).

(2) If a proposed amendment is a Commission initiative at the written request of others, the proposal shall not be noticed prior to receiving the required fee and charges.

(3) In the event an application has been denied, the Commission may refuse to consider a similar application within 12 months of application date.

(4) Failure of the Commission to report to the Town Council within 60 days of date of application shall be deemed to be a neutral report.

(D) Town Council action.

(1) Upon receipt of the Planning and Zoning Commission report, the Town Council shall, within a reasonable time thereafter, hold at least one public hearing after giving at least 15 days' notice thereof by publication at least once in a newspaper of general circulation in the county seat and by posting the area included in any proposed zoning district change. The hearing notice may be simultaneous with that of the Planning and Zoning Commission or at anytime thereafter. After the hearing, the Town Council may take appropriate action.

(2) In the event 20% or more of the owners of property by area and number within the zoning area file a protest to the proposed change, the change shall not be made except by a three-fourths vote of all members of the Council. If any members of the Council are unable to vote on the question because of a conflict of interest, the required number of votes for the passage of the question is three-fourths of the remaining membership of the Council, except that the required number of votes in no event shall be less than a majority of the full membership of the Council.

(3) In calculating the owners by area, only that portion of a lot or parcel of record situated within 300 feet of the property to be rezoned shall be included. In calculating the owners by number or area, town property and public rights-of-way shall not be included.

(E) Noticing for hearings.

(1) Posting and advertising. The Zoning Administrator shall post in no less than two places with a least one notice for each one-quarter mile of frontage along perimeter public right-of-way so that notices are visible from the nearest public right-of-way, and determine the wording of the advertising so as to be, in his or her judgment, an effective means of noticing the application hearing.

(2) Notice by mail. The Zoning Administrator shall mail notices by first class mail of the Planning and Zoning Commission hearing, from a list supplied by the applicant, to each real property owner as shown on the last assessment of the property within 300 feet of a proposed district boundary change.

(a) The list shall be certified by a title company as current owners, or certified by the applicant as last owners of record in the County Assessor's office.

(b) The notice sent by mail shall include, at a minimum, the date, time and place of the hearing on the proposed amendment or change including a general explanation of the matter to be considered, a general description of the area of the proposed amendment or change, how the real property owners within the zoning area may file approvals or protests of the proposed rezoning, and notification that if 20% of the property owners by area and number within the zoning area file protests, an affirmation vote of three-fourths of all members of the Board will be required to approve the rezoning.

(Ord. § 208, passed 9-4-2008)

ATTACHMENT B

①

Yavapai County Print Parcel

R/L-70

		Parcel ID	Check Digit
		402-04-258L	3
		Owner	
		GILMAN EDWARD HOOD III ESTATE OF	
		Owner's Mailing Address	
		4626 W SIERRA ST GLENDALE, AZ 853043547	
		Secondary Owner	
		GILMAN CLAYTON TYLER PER REP	
		Recorded Date	
		8/1/2016 12:00:00 AM	
Last Transfer Doc Docket		Last Transfer Doc Page	
N/A		N/A	
Physical Address		Incorporated Area	
N/A		Town of Dewey-Humboldt	
Assessor Acres	Subdivision	Subdivision Type	
5	Prescott Dells Ranches 1st Amended - LS 2/2-4	L	
School District	Fire District	County Zoning Violation	
Humboldt Unified SD #22	Central Yavapai FD	No Zoning Violation	
Improvements (0)			
No Improvements found.			
Assessment			
Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.			
Tax Year	2018	2017	
Assessed Value(ALV)	\$2,339	\$2,227	
Limited Value(LPV)	\$15,590	\$14,848	
Full Cash(FCV)	\$27,919	\$19,662	
Legal Class	Vacant or Other	Vacant or Other	
Assessment Ratio	15%	15%	
Usage Code	0011 2	0011 2	
Taxes			
Tax Area Code	2016 Taxes Billed		
2280	\$276		
Recorded Documents & Sales (4)			
Date	Book/Page	Type	Cost
8/31/2016	2016-0043319	Personal Representative's	\$0
8/31/2016	2016-0043318	Death Certificate	\$0
7/22/2013	4970/740	Quit Claim	\$0
2/28/2006	4369/64	Warranty Deed	\$62,500
Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.			

R12-175 ①

Yavapai County Print Parcel

		Parcel ID	Check Digit
		402-04-244S	5
		Owner	
		RICHARDS CHARLES H	
		Owner's Mailing Address	
		336 36TH ST APT 144 BELLINGHAM, WA 982256580	
		Secondary Owner	
		N/A	
		Recorded Date	
		N/A	
Last Transfer Doc Docket		Last Transfer Doc Page	
N/A		N/A	
Physical Address		Incorporated Area	
11490 E Rocky Hill Rd		Town of Dewey-Humboldt	
Assessor Acres	Subdivision	Subdivision Type	
5	Prescott Dells Ranches 1st Amended - LS 2/2-4	L	
School District	Fire District	County Zoning Violation	
Humboldt Unified SD #22	Central Yavapai FD	No Zoning Violation	
Improvements (0)			
No Improvements found.			
Assessment			
Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.			
Tax Year	2018	2017	
Assessed Value(ALV)	\$2,339	\$2,227	
Limited Value(LPV)	\$15,590	\$14,848	
Full Cash(FCV)	\$26,523	\$19,662	
Legal Class	Vacant or Other	Vacant or Other	
Assessment Ratio	15%	15%	
Usage Code	0011 <u>1</u>	0011 <u>1</u>	
Taxes			
Tax Area Code	2016 Taxes Billed		
2280	\$276		
Recorded Documents & Sales (1)			
Date	Book/Page	Type	Cost
1/17/2008	4568/414	Other	\$0
Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.			

ATTACHMENT B**214-70**

Yavapai County Print Parcel

	Parcel ID	Check Digit	
	402-04-262H	1	
	Owner		
	LAIB TANYA D		
	Owner's Mailing Address		
	752 WILLOW CREEK DR BURLESON, TX 760287828		
	Secondary Owner		
	N/A		
	Recorded Date		
	4/22/1992 12:00:00 AM		
Last Transfer Doc Docket	Last Transfer Doc Page		
2475	396		
Physical Address	Incorporated Area		
N/A	Town of Dewey-Humboldt		
Assessor Acres	Subdivision	Subdivision Type	
4.29	Prescott Dells Ranches 1st Amended - LS 2/2-4	L	
School District	Fire District	County Zoning Violation	
Humboldt Unified SD #22	Central Yavapai FD	No Zoning Violation	
Improvements (0)			
No Improvements found.			
Assessment			
Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.			
Tax Year	2018	2017	
Assessed Value(ALV)	\$2,272	\$2,164	
Limited Value(LPV)	\$15,149	\$14,427	
Full Cash(FCV)	\$24,997	\$19,210	
Legal Class	Vacant or Other	Vacant or Other	
Assessment Ratio	15%	15%	
Usage Code	0011 ☒	0011 ☒	
Taxes			
Tax Area Code	2016 Taxes Billed		
2280	\$269		
Recorded Documents & Sales (2)			
Date	Book/Page	Type	Cost
4/22/1992	2475/396	Deed To Trust	\$0
3/21/1988	2475/396	Joint Tenants	\$25,000
Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.			

RIL-175

2

Yavapai County Print Parcel

	Parcel ID	Check Digit	
	402-04-262P	0	
	Owner		
	ZAENGLEIN CONRAD TRUST		
	Owner's Mailing Address		
	6680 W AURORA DR GLENDALE, AZ 85308		
	Secondary Owner		
	N/A		
	Recorded Date		
	N/A		
Last Transfer Doc Docket		Last Transfer Doc Page	
N/A		N/A	
Physical Address		Incorporated Area	
N/A		Town of Dewey-Humboldt	
Assessor Acres	Subdivision	Subdivision Type	
4.29	Prescott Dells Ranches 1st Amended - LS 2/2-4	L	
School District	Fire District	County Zoning Violation	
Humboldt Unified SD #22	Central Yavapai FD	No Zoning Violation	
Improvements (0)			
No Improvements found.			
Assessment			
Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.			
Tax Year	2018	2017	
Assessed Value(ALV)	\$2,272	\$2,164	
Limited Value(LPV)	\$15,149	\$14,427	
Full Cash(FCV)	\$22,365	\$19,210	
Legal Class	Vacant or Other	Vacant or Other	
Assessment Ratio	15%	15%	
Usage Code	0011	0011	
Taxes			
Tax Area Code	2016 Taxes Billed		
2280	\$269		
Recorded Documents & Sales (1)			
Date	Book/Page	Type	Cost
9/12/2000	3779/985	Other	\$0
Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.			

ATTACHMENT B

③

R/L-25

Yavapai County Print Parcel

	Parcel ID	Check Digit	
	402-02-424D	3	
	Owner		
	VERELA TOM (BD)		
	Owner's Mailing Address		
	25807 N 49TH LN PHOENIX, AZ 850835441		
	Secondary Owner		
	N/A		
	Recorded Date		
	N/A		
Last Transfer Doc Docket	Last Transfer Doc Page		
N/A	N/A		
Physical Address	Incorporated Area		
N/A	Town of Dewey-Humboldt		
Assessor Acres	Subdivision	Subdivision Type	
1.61	Prescott Dells Ranches 1st Amended - LS 2/2-4	L	
School District	Fire District	County Zoning Violation	
Humboldt Unified SD #22	Central Yavapai FD	No Zoning Violation	
Improvements (0)			
No Improvements found.			
Assessment			
Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.			
Tax Year	2018	2017	
Assessed Value(ALV)	\$1,721	\$1,639	
Limited Value(LPV)	\$11,472	\$10,926	
Full Cash(FCV)	\$20,008	\$14,464	
Legal Class	Vacant or Other	Vacant or Other	
Assessment Ratio	15%	15%	
Usage Code	0011 <u>1</u>	0011 <u>1</u>	
Taxes			
Tax Area Code	2016 Taxes Billed		
2280	\$203		
Recorded Documents & Sales (1)			
Date	Book/Page	Type	Cost
6/10/2004	4156/495	Other	\$0
Disclaimer: Map and parcel information is believed to be accurate, but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.			

(3)
R/L-70

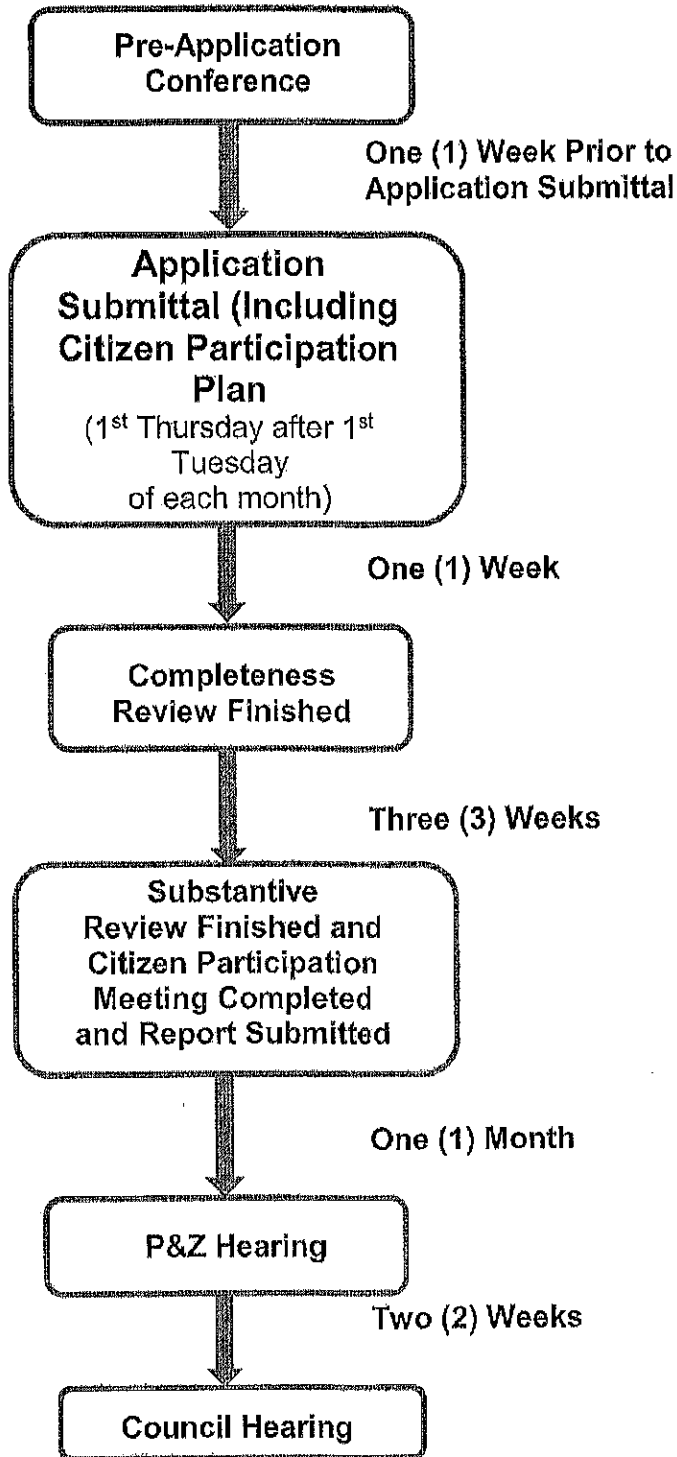
Yavapai County Print Parcel

		Parcel ID	Check Digit
		402-04-273P	2
		Owner	
		KARCIC ANTHONY M REVOCABLE TRUST	
		Owner's Mailing Address	
		600 PRESCOTT HEIGHTS DR PRESCOTT, AZ 86301	
		Secondary Owner	
		N/A	
		Recorded Date	
		N/A	
Last Transfer Doc Docket		Last Transfer Doc Page	
N/A		N/A	
Physical Address		Incorporated Area	
N/A		Town of Dewey-Humboldt	
Assessor Acres	Subdivision	Subdivision Type	
1.61	Prescott Dells Ranches 1st Amended - LS 2/2-4	L	
School District	Fire District	County Zoning Violation	
Humboldt Unified SD #22	Central Yavapai FD	No Zoning Violation	
Improvements (0)			
No Improvements found.			
Assessment			
Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.			
Tax Year	2018	2017	
Assessed Value(ALV)	\$1,721	\$1,639	
Limited Value(LPV)	\$11,472	\$10,926	
Full Cash(FCV)	\$17,006	\$14,464	
Legal Class	Vacant or Other	Vacant or Other	
Assessment Ratio	15%	15%	
Usage Code	0011 7	0011 7	
Taxes			
Tax Area Code	2016 Taxes Billed		
2280	\$203		
Recorded Documents & Sales (2)			
Date	Book/Page	Type	Cost
3/10/2009	4654/129	Other	\$0
6/27/2005	4279/823	Other	\$0
Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.			

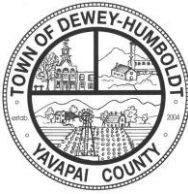
ATTACHMENT C

Zoning Change/ Text Amendment Process Flow Diagram

NOTE: The times listed for processing are representative of our standard processing time frames and may be varied depending on the applicant's desire to establish more flexible alternate time frames moving forward.



ATTACHMENT D



PUBLIC PARTICIPATION PLANS AND REPORTING GUIDELINES

Introduction:

Citizen Participation Plans and Citizen Participation Reports are required for various types of applications involving land use (see below).

Citizen Participation Plans are due at the time the formal application is submitted and describe what you are going to do to contact citizens and tell them about your intentions.

Citizen Participation Reports document the results following the implementation of the plan.

Citizen Participation Plans and Reports are required for:

- Use Permits
- Variance
- Rezoning and PAD Overlay
- General Plan Amendments

Citizen Participation Plan

Every application that requires a public hearing shall be accompanied by a citizen review process as evidenced by a Citizen Participation Plan and actions that include the following:

1. A contact list or method for notifying adjacent landowners and other potentially affected citizens of the proposed action, that shall include but, but is not limited to:
 - A. For applications regulated by Section of 153.023 of the Town Code, property owners within the public hearing notice area required by that section.
 - B. Residents and homeowners associations that may be impacted as a result of the application, and other neighborhood entities identified by the Town.
 - C. Interested parties which have requested that they be placed on a contact list for new applications, and
 - D. Interested parties that have been identified by the Town.
2. A general description of how interested persons and or those on the contact lists may receive information and updates on the proposed project, such as newsletters, mailings, and meetings.
3. A general description of how interested persons, including those on the contact lists will be provided an opportunity to discuss the proposal with the applicant, such as neighborhood meetings, phone contacts, or door-to-door visits;
4. The applicant's proposed schedule for implementation of the Citizen Participation Plan;

5. How the applicant plans to keep the Town informed on the status of the implementation of its Citizen Participation Plan, such as providing staff copies of notices prior to meetings with citizens, and contact lists used to notify interested parties.

Citizen Participation Report

1. Applicants shall provide a written Citizen Participation Report on the Results of implementing their Citizen Participation Plan as a part of the formal submittal of the respective land use application. The Citizen Participation Plan shall include the following information:
 - A. A summary of neighborhood meetings, if held, including when and where they were held, number in attendance (copies of sign-in sheets), and the results achieved at the meeting(s);
 - B. A summary of citizen concerns, issues and problems expressed during the citizen participation process, and how these have been addressed through changes or stipulations to the project; and
 - C. Copies of comment letters, petitions, and other pertinent information received from the residents and other interested parties.
2. The requirements herein apply in addition to any notice provisions required elsewhere in the Zoning Ordinance or by State Statute.
3. Failure to comply with the Citizen Participation Plan and Report provisions herein may result in postponement, rescheduling or denial of an application.

Considerations for preparing Citizen Participation Plans and Reports:

1. Start to develop the Citizen Participation Plan prior to the Pre Application Meeting.
2. Note that the Citizen Participation and Property Owner Notification are two separate requirements. Do not limit citizen contacts to property owners within 300 feet, always consider the neighborhoods' residents which may be directly or indirectly impacted.
3. If the application is for family-oriented housing, include the appropriate school district on the contact list.
4. If there are many residents within 1,000 feet of the site, or there are potential impacts to the area, hold at least one neighborhood meeting. Give the contacts at least a full week notice prior to holding the meeting. Hold the meeting within a half-mile of the site if possible. Have sign-in sheets and have someone take notes. Always invite Town of Dewey-Humboldt staff to the neighborhood meetings.