

**PLANNING & ZONING ADVISORY COMMISSION OF DEWEY-HUMBOLDT  
REGULAR MEETING NOTICE**

**THURSDAY, MARCH 5, 2020, 6:00 P.M.**

**DEWEY-HUMBOLDT TOWN HALL  
COUNCIL CHAMBERS  
2735 S. HWY 69, SUITE 10  
HUMBOLDT, ARIZONA 86329**

**NOTICE OF MEETING OF THE DEWEY-HUMBOLDT  
PLANNING & ZONING ADVISORY COMMISSION**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Dewey-Humboldt Planning & Zoning Advisory Commission and to the general public that the Planning & Zoning Advisory Commission will hold a meeting open to the public on **Thursday, March 5, 2020, at 6:00 p.m., at the Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329.**

**DEWEY-HUMBOLDT PLANNING & ZONING ADVISORY COMMISSION 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. Roll Call** Commissioners Sue Jakubec, Mario Manzo, Ken Murphy, Lon Ullmann, Darrell Wyatt, Vice Chair Jeff Siereveld and Chair Victor Hambrick.

**3. Pledge of Allegiance**

**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.

**7. Public Comment on Non-agendized Items**

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.

## 8. Unfinished Business

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

### A. Continuation of discussion of 2009 General Plan.

## 9. New Business

Discussion and Possible Action on matters not previously presented to the Commission.

### A. Discussion and possible action on proposed Public Participation Plan.

## 10. Adjourn

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.

### 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 \_\_\_\_\_ of \_\_\_\_\_, 2020, at \_\_\_\_\_ a.m./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.

### **For Your Information:**

Next Town Council Work Session: Tuesday, March 10, 2020 at 6:30 p.m.

Next Town Council Meeting: Tuesday, March 17, 2020 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, April 9, 2020 at 6:00 p.m.

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



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

---

## Staff Report

### Planning and Zoning Advisory Commission Meeting

### March 5, 2020

**Date:** February 28, 2020

**To:** Planning and Zoning Advisory Commission Members

**From:** Steven Brown, Planning Consultant

**New Business:**

**ITEM #9. A: Discussion and possible action on proposed Public Participation Plan.**

**I. BACKGROUND**

Town Council has directed staff to develop a resolution adopting a Citizen Participation Plan with the following purposes.

- The Town of Dewey-Humboldt desires to inform and empower its citizens to participate in the evaluation, appraisal and update of the Dewey-Humboldt 2009 General Plan by encouraging all to provide vision, direction and guidance to the planning process; and
- Outreach communication, education and opportunities for involvement in the processes of local government is a fundamental principle of democracy; and
- 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 evaluation, appraisal, and update of the Town's 2009 General Plan; and
- 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 general plans from all geographic, ethnic and economic areas" of the Town.

**II. STAFF RECOMMENDATION**

Staff recommends that, following review, the Commission recommend approval of the Resolution.

RESOLUTION NO. 20-\_\_\_

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT ADOPTING A CITIZEN PARTICIPATION PLAN PURSUANT TO A.R.S. 9-461.06(C) FOR THE PURPOSE OF ENSURING AN OPEN PROCESS FOR DEWEY-HUMBOLDT CITIZENS TO BECOME ACTIVELY INVOLVED IN THE EVALUATION, APPRAISAL AND UPDATE OF THE DEWEY-HUMBOLDT 2009 GENERAL PLAN.

Whereas, the Town of Dewey-Humboldt desires to inform and empower its citizens to participate in the evaluation, appraisal and update of the Dewey-Humboldt 2009 General Plan by encouraging all to provide vision, direction and guidance to the planning process; and

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

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 evaluation, appraisal, and update of the Town's 2009 General Plan; 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 general plans 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 evaluation, appraisal and update to the Dewey-Humboldt 2009 General Plan.

1. **Purpose.** The purpose of the General Plan 2009 Update "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 2009 General Plan Update process consists of two phases.
    - 1.1.1. Phase 1 constitutes three Steering Committee Meetings and one Community Meeting to evaluate, appraise and develop a recommendation related to the update of the 2009 General Plan, including at least the following elements:
      - 1.1.1.1. Land Use;
      - 1.1.1.2. Circulation;
      - 1.1.1.3. Cost of Development;
      - 1.1.1.4. Open Space and Trails;
      - 1.1.1.5. Environmental Planning; and
      - 1.1.1.6. Water Resources.

At the end of Phase 1, a recommendation will be made to the Planning and Zoning Advisory Commission and the Town Council to present the General Plan outline and next steps/timeline.

1.1.2. Phase 2 will consist of ongoing Steering Committee Meetings, a land use planning workshop, and open houses to update General Plan maps, elements, goals and strategies and assist in the development of final documents to be presented to the Planning and Zoning Advisory Commission and Town Council for approval.

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; businesspeople; 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 Update 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 Steering Committee Meetings.** Public input and participation meetings with the "General Plan Steering Committee." This Ad Hoc Citizen Committee will be comprised of citizens as appointed by the Town Council, and it should meet as needed throughout Phase 1 and Phase 2 of the Project. Committee meetings will be open to the public.

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 a newspaper 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.

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. Town of Prescott Valley;
    - 3.1.3. Northern Arizona Council of Governments;
    - 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 Evaluation Reports and General Plan Update 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 and Zoning Advisory 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 Steering Committee meetings and other planning events. Opportunities for citizen input will also include use of citizen surveys, articles or notices in the Town newsletter, and use of electronic media.
    - 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. 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 from and after its passage until the completion and adoption of the update to the 2009 General Plan.

Passed and Adopted by the Mayor and Town Council of the Town of Dewey-Humboldt, Arizona, this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Terry Nolan, Mayor

ATTEST:

\_\_\_\_\_  
Timothy A. Mattix, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Bigelow Law Offices, PLC  
Kay Bigelow, Town Attorney