

**TOWN COUNCIL OF DEWEY-HUMBOLDT  
STUDY SESSION MEETING NOTICE AND AGENDA**

**Tuesday, August 11, 2020, 6:30 P.M.**

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

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

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Dewey-Humboldt Town Council and to the general public that the Town Council will hold a public meeting (see notes about public participation below) on **Tuesday, August 11, 2020, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329**. Members of the Town Council will attend by audio/video conference call.

***THIS MEETING WILL BE HELD BY REMOTE PARTICIPATION ONLY***

Due to the federal government's declaration of a COVID-19 pandemic and the resulting Executive Orders from Arizona Governor Ducey to limit events of people in personal contact and Mayor Nolan's declaration of an emergency based on the COVID-19 pandemic, the following accommodations are provided for public participation at the Council Meeting:

- Viewing live streaming audio only on the Town's website, at <http://az-deweyhumboldt.civicplus.com/2164/Town-Meeting-Documents-and-Videos>
- Viewing and potentially participating in the meeting via Join Zoom Meeting
  - Computer: <https://zoom.us/j/88410384762>
  - Telephone: (301) 715-8592; Meeting ID: 884 1038 4762
- Submitting comments via email to the Town Clerk at [TimMattix@dhaz.gov](mailto:TimMattix@dhaz.gov). Comments should be submitted no later than 3:30 p.m. on the day of the meeting. Please identify the agenda item and your first and last name.

**DEWEY-HUMBOLDT TOWN COUNCIL STUDY SESSION AGENDA**

The issues that come before the Town Council are often challenging and potentially divisive. To make sure we benefit from the diverse views to be presented, the Council believes public meetings to be a safe place for people to speak, and 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 the 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. Council Meetings are 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 Karen Brooks; Lynn Collins, John Hughes, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance and Mayor Terry Nolan.

### 3. Public Comment on Non-agendized Items

The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. According to the Arizona Open Meeting Law, Councilmembers 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, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A 3 minute per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.

**4. Study Session.** Study Sessions are held for the purpose of detailed review and Council discussion. As such, Council may discuss and provide feedback on any matter listed on the agenda. No final decisions or voting occurs at Study Sessions. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

Page

**A. Presentation and Discussion: Lesley D. Jenkins, Regional Director of the Northern Arizona Alzheimer’s Association, on the programs and services provided by the Alzheimer’s Association** (From the August 4, 2020 Regular Meeting)

3 **B. Presentation, review and Council input on the preliminary plans for the new Town Hall Building, located at 12938 East Main Street, as included in the Council packet materials. Staff and Claire Clark, Arizona Natural Design, PLLC, will be presenting and discussing the preliminary plans.** (Staff CC)

11 **C. Staff introduction of, and Council discussion on, proposed changes to the Fee Schedule in Title XV, Chapter 153, Dewey-Humboldt Code of Ordinances, relating to Lot Splits, Lot Combinations, and Lot Line Adjustments** (Staff CC)

19 **D. Discussion on creating a Dewey-Humboldt Code of Ordinances provision to require first and second read/adoption of ordinances and resolutions, making conforming changes to the Code, and of modifying Town Council Policy PG TC20-04 accordingly** (CAARF – Councilmember Collins)

### 5. Adjourn.

#### For Your Information:

Next Town Council Meeting: Tuesday, August 18, 2020 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, September 3, 2020 at 6:00 p.m.

Next Town Council Work Session: Tuesday, September 8, 2020 at 6:30 p.m.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 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.

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.



## COUNCIL COMMUNICATION

Study Session Meeting Date: **August 11, 2020**

Agenda Item: **4.B.**

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**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Presentation, review and Council input on the preliminary plans for the new Town Hall building, located at 12938 East Main Street.

**Purpose:**

Staff and Claire Clark, Arizona Natural Design, PLLC, are presenting the preliminary plans for Council discussion and input. Following tonight's Council Meeting, staff will incorporate comments from Council and bring the preliminary plans back for a formal vote at the August 18, 2020 Regular Meeting.

**Background:**

Key dates:

- November 19, 2019 – Council approved the floorplan for the new Town Hall, allowing staff to proceed with a Request for Proposals ("RFP") process;
- February 18, 2020 – Council directed staff to proceed with issuing a RFP for architectural design and project management services;
- June 2, 2020 – Council approved a contract with Arizona Natural Design, PLLC, for the Town Hall project

Since June 2, staff has been working with Ms. Clark on drafting preliminary plans for public and Council review. The plans were made available for public review on the website and in-person in the Council Chambers; the plans are also included as part of tonight's agenda packet.

A couple of key changes were made since the original floorplan was reviewed by Council:

- Firewall separation between the Town Hall administrative offices and the Court, Council Chambers and Sheriff's office;
- Use of the second floor above the administrative offices for the mechanical room, information technology room, and storage, freeing up additional space on the first floor for workspaces;

At tonight's meeting, staff is presenting the revised floorplan, the overall site plan, and elevations for review and discussion.

Due to timing of when the preliminary plans were made publicly available, public comment is not included in the agenda packet. Any public comments received will be provided to Council separately before the Council Meeting.

**Financial Impact:**

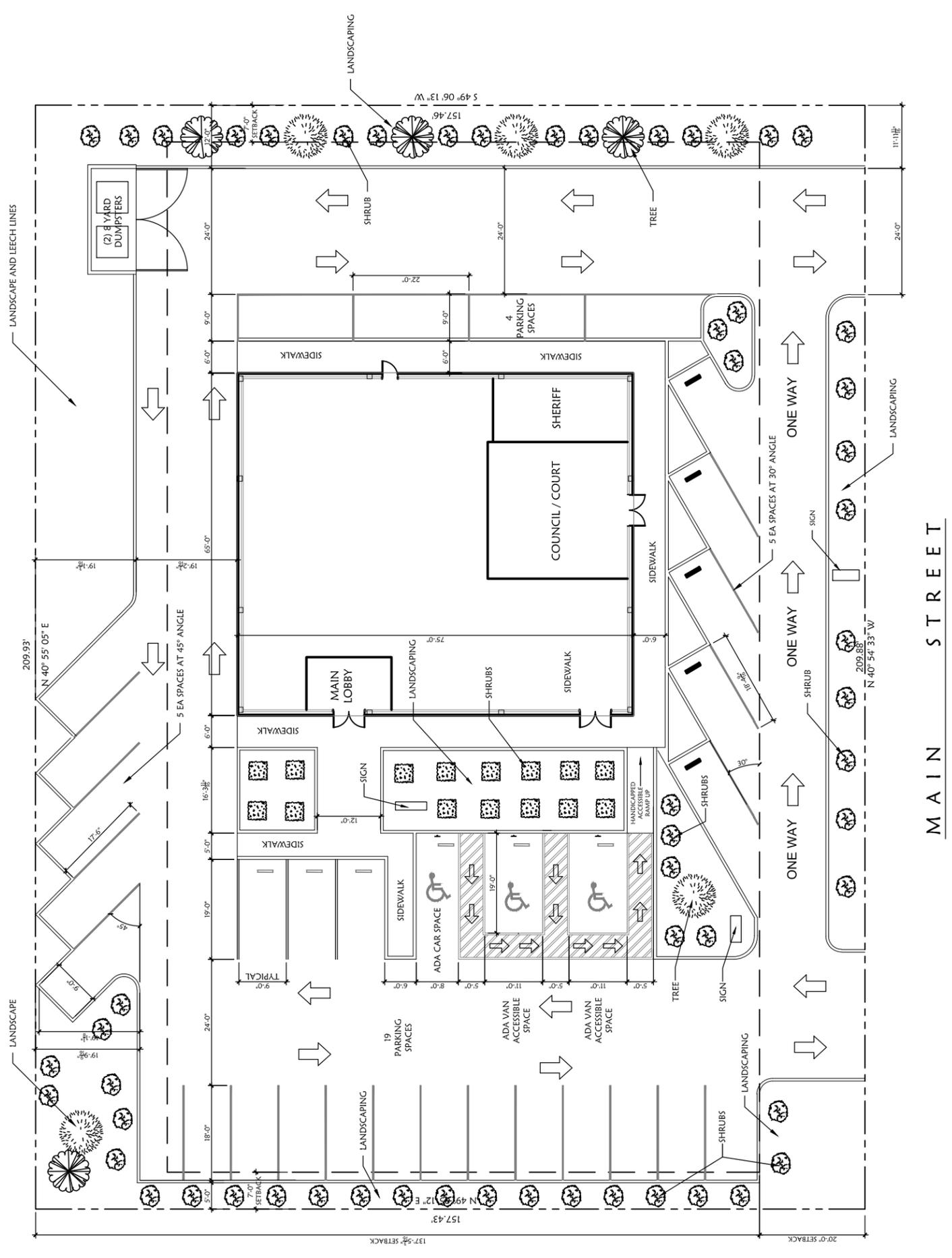
The costs for tonight's discussion and presentation are included in the overall budget for the new Town Hall.

**Attachments:**

Preliminary Plans – reduced to 8.5X11 in printed packets. For a set that is 11X17, or for a color copy of the rendering, contact the Town of Dewey-Humboldt at the number below.

Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365  
[www.dhaz.gov](http://www.dhaz.gov)





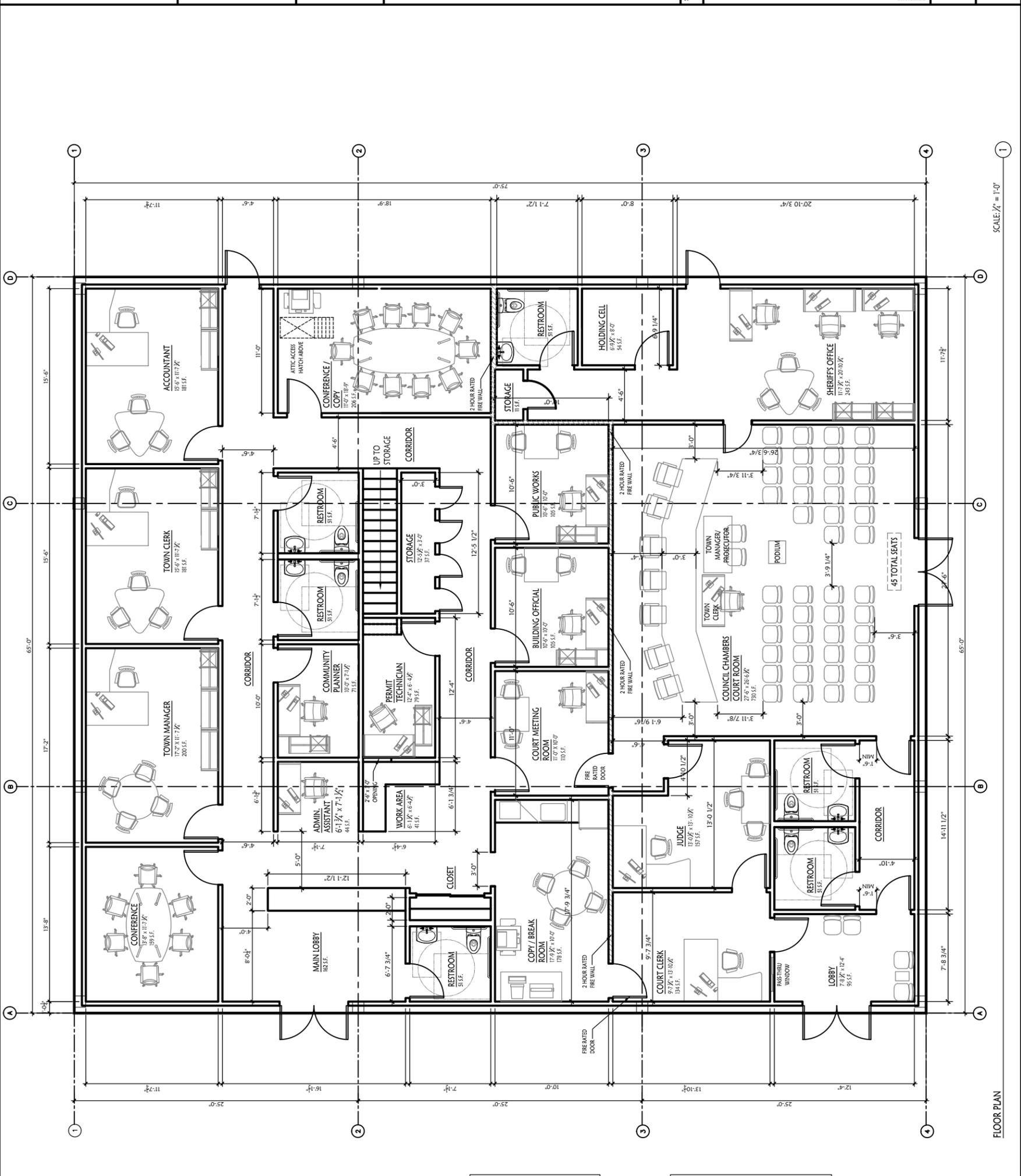
PARKING TALLY	
IN FRONT OF BUILDING - 30° PARKING SPACES:	5
AT REAR OF BUILDING - 45° PARKING SPACES:	5
AT LEFT SIDE OF BUILDING - 90° PARKING SPACES:	19
AT RIGHT SIDE OF BUILDING - PARALLEL PARKING SPACES:	4
<b>TOTAL PARKING SPACES:</b>	<b>33</b>



1

SCALE: 1" = 10'-0"

S I T E   P L A N

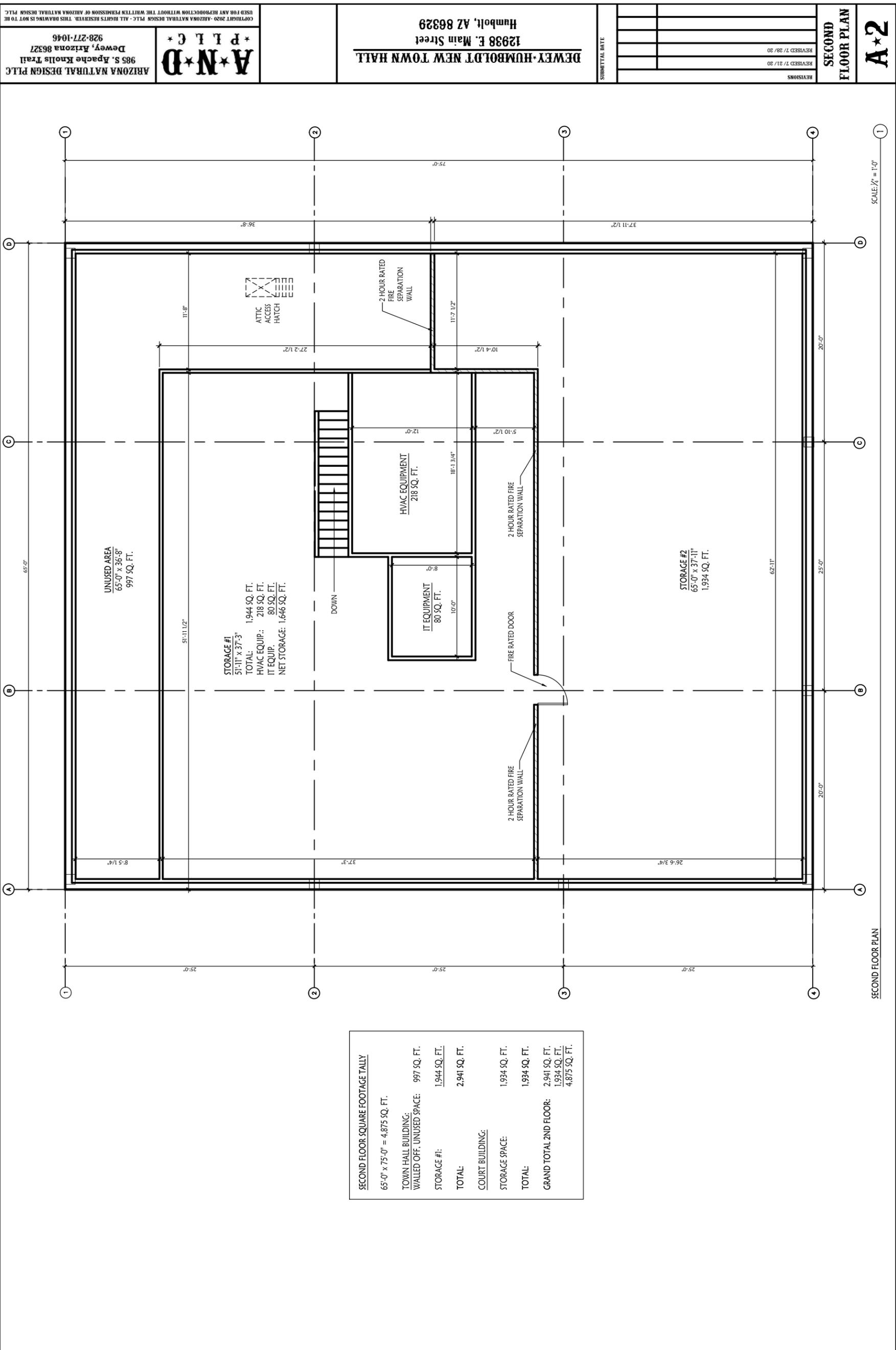


SCALE: 1/4" = 1'-0"

FLOOR PLAN

**FIRST FLOOR SQUARE FOOTAGE OF TWO FIRE-SEPARATED BUILDINGS**  
 TOTAL BUILDING SQUARE FOOTAGE:  
 65'-0" x 75'-0" = 4,875 SQ. FT.  
 BUILDING 1 - TOWN HALL: 2,937 SQ. FT.  
 BUILDING 2 - COURT: 1,938 SQ. FT.  
 TOTAL: 4,875 SQ. FT.

**BUILDING SQUARE FOOTAGE FOR BOTH FLOORS OF FIRE-SEPARATED BUILDINGS (EXCLUDING THE UNUSED AREA ON THE SECOND FLOOR)**  
 BUILDING 1 - TOWN HALL  
 First floor: 2,937 SQ. FT.  
 Second floor: 1,944 SQ. FT.  
 TOTAL BLDG. 1: 4,881 SQ. FT.  
 BUILDING 2 - COURT:  
 First floor: 1,938 SQ. FT.  
 Second floor: 1,934 SQ. FT.  
 TOTAL BLDG. 2: 3,872 SQ. FT.



**SECOND FLOOR SQUARE FOOTAGE TALLY**

65'-0" x 75'-0" =	4,875 SQ. FT.
TOWN HALL BUILDING:	
WALLED OFF, UNUSED SPACE:	997 SQ. FT.
STORAGE #1:	1,944 SQ. FT.
TOTAL:	2,941 SQ. FT.
COURT BUILDING:	
STORAGE SPACE:	1,934 SQ. FT.
TOTAL:	1,934 SQ. FT.
GRAND TOTAL 2ND FLOOR:	2,941 SQ. FT.
	1,934 SQ. FT.
	4,875 SQ. FT.

**A\*N\*D**  
 ARIZONA NATURAL DESIGN PLLC  
 985 S. Apache Knolls Trail  
 Dewey, Arizona 86327  
 928-277-1046

**Dewey-Humboldt New Town Hall**  
 12938 E. Main Street  
 Humbolt, AZ 86329

REVISIONS

REVISIONS	DATE
REVISIONED 7/21/20	
REVISIONED 7/28/20	

SUBMITTAL DATE

**SECOND FLOOR PLAN**  
**A\*2**

SCALE: 1/4" = 1'-0"

SECOND FLOOR PLAN

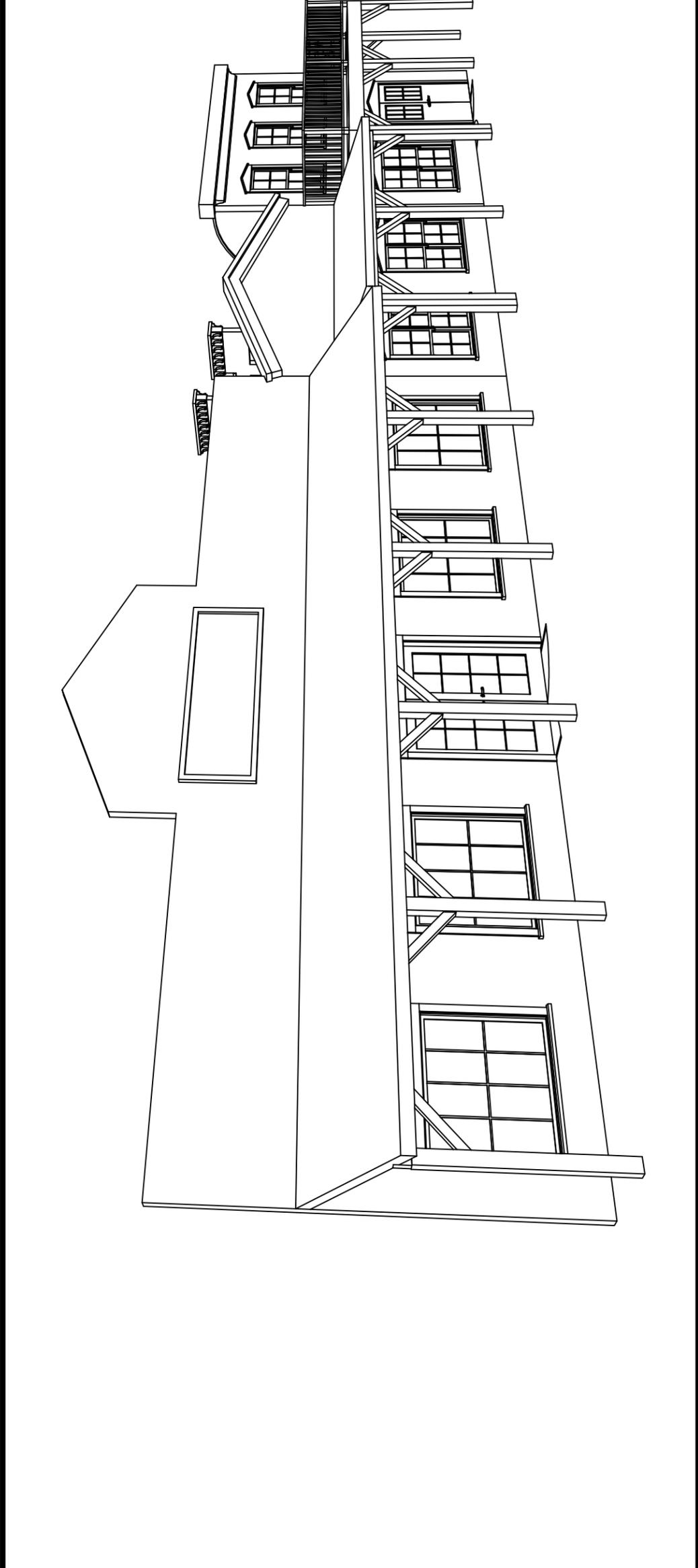
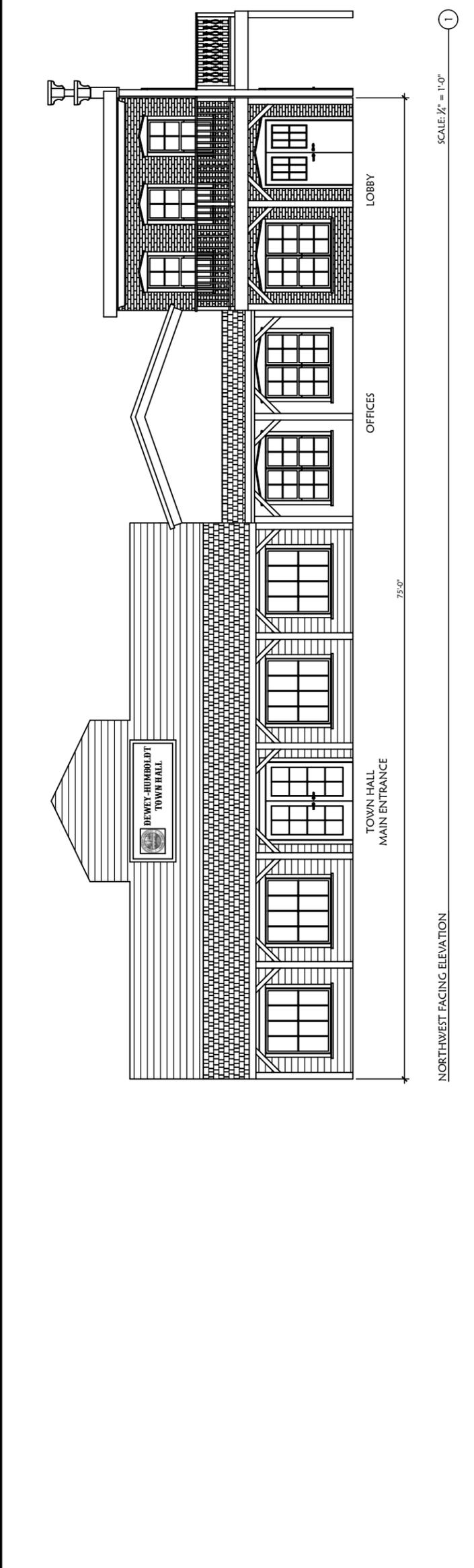
ARIZONA NATURAL DESIGN P.L.L.C.  
 985 S. Apache Knolls Trail  
 Dewey, Arizona 86327  
 928-277-1046

**A\*N\*D**  
 P\*L\*L\*C\*

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**DEWEY-HUMBOLDT NEW TOWN HALL**  
 12938 E. Main Street  
 Humbolt, AZ 86329

REVISIONS  
 REVISED 07/22/20  
 NORTHWEST  
 FACING  
 ELEVATIONS  
**A\*3**



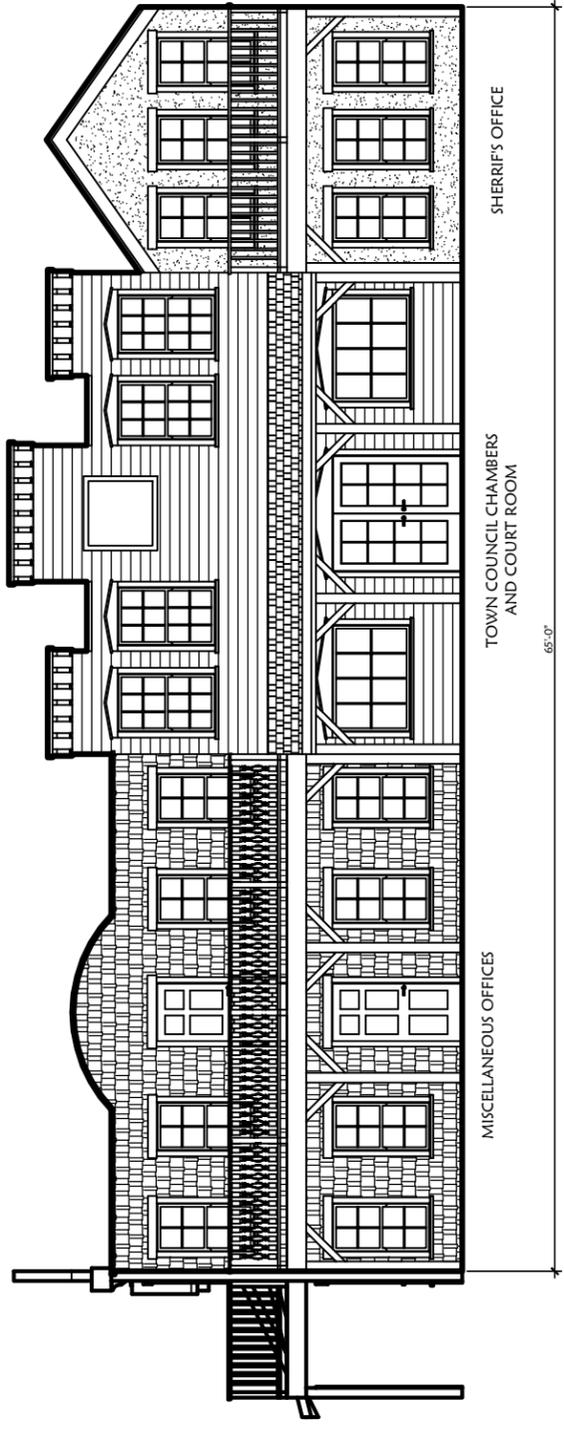
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**A\*N\*D**  
 P L L C

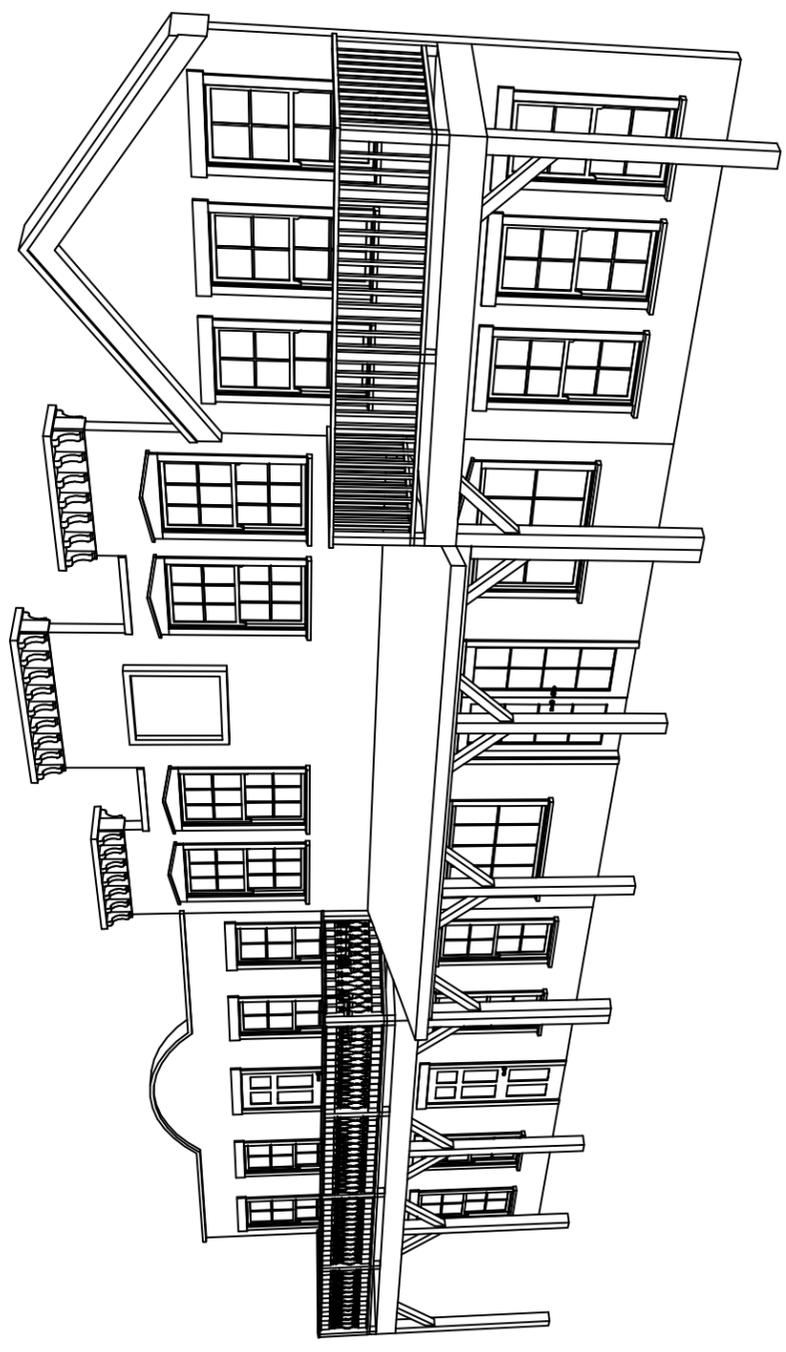
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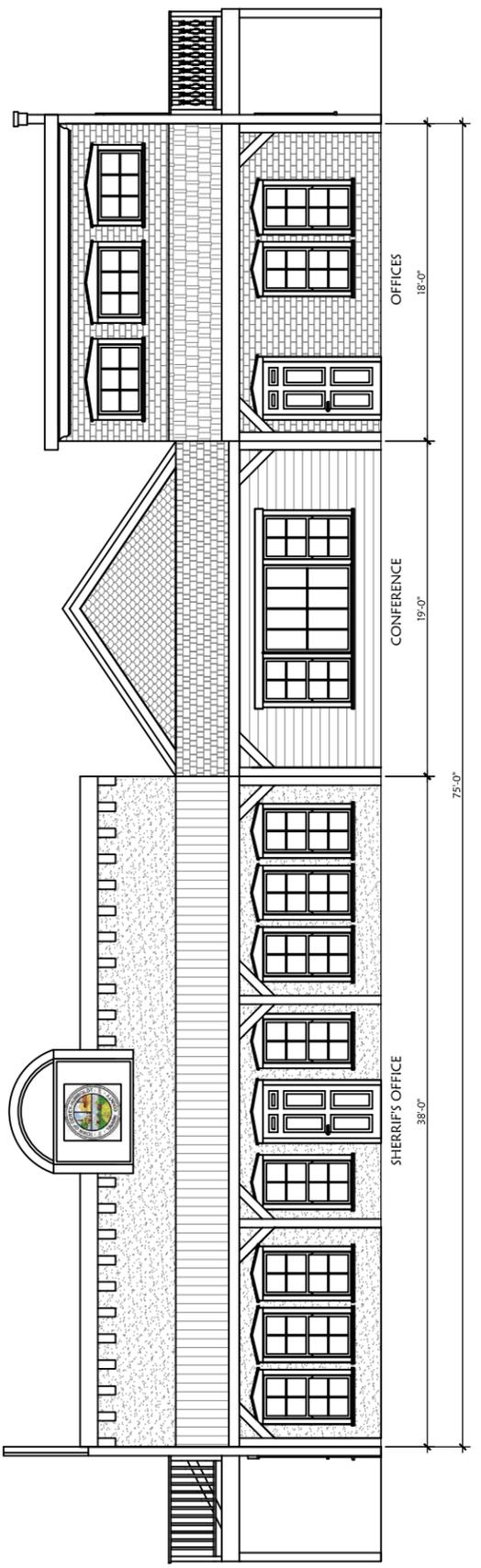
**DEWEY-HUMBOLDT NEW TOWN HALL**  
 12938 E. Main Street  
 Humbolt, AZ 86329

REVISIONS  
 SUBMITTAL DATE  
 SOUTHWEST FACING ELEVATION  
**A\*4**



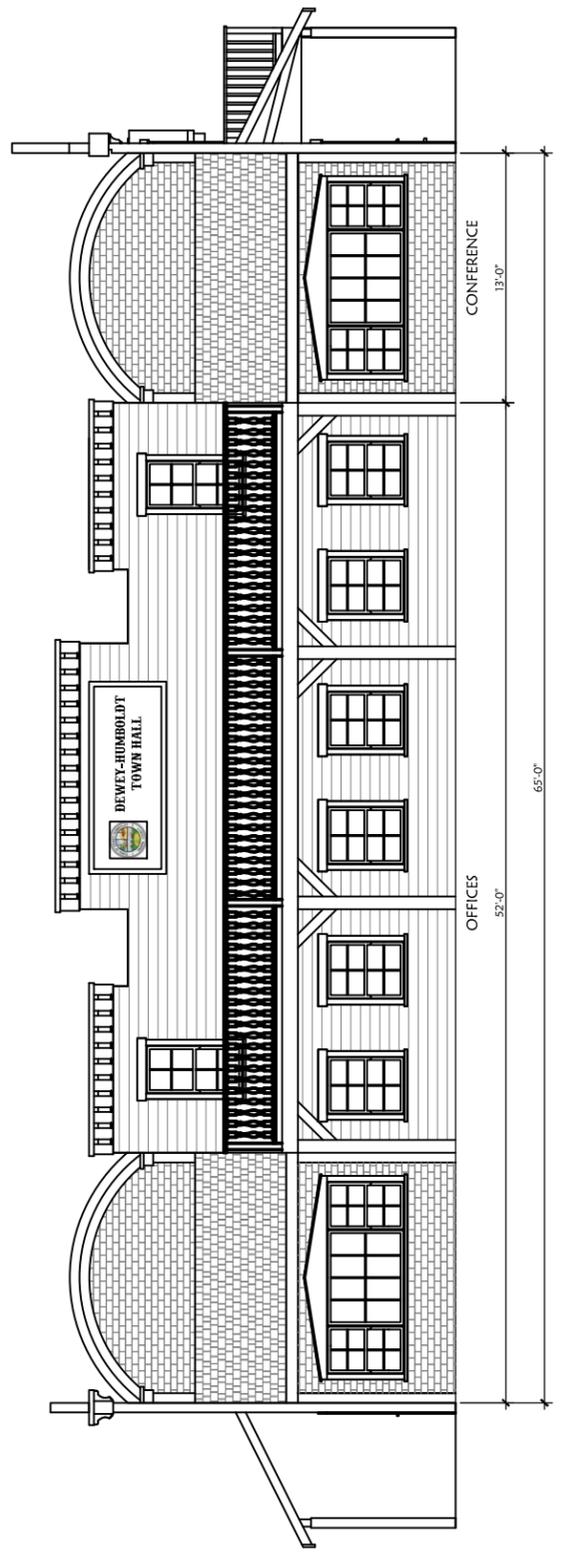
SOUTHWEST FACING ELEVATION  
 SCALE: 1/4" = 1'-0"





SOUTHEAST FACING ELEVATION

SCALE: 1/4" = 1'-0" ①



NORTHEAST FACING ELEVATION

SCALE: 1/4" = 1'-0" ②



## COUNCIL COMMUNICATION

Study Session Meeting Date: **August 11, 2020**

Agenda Item: **4.C.**

---

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Staff introduction of, and Council discussion and input on, proposed changes to the Fee Schedule in Title XV, Chapter 153, Dewey-Humboldt Code of Ordinances, relating to Lot Splits, Lot Combinations, and Lot Line Adjustments.

**Purpose:**

This item is on tonight's agenda to introduce, and receive any potential input from Council on, a proposed change to the Dewey-Humboldt Code of Ordinances, Title XV, Chapter 153, Fee Schedule, specifically relating to Lot Splits, Lot Combinations, and Lot Line Adjustments. Following tonight's discussion, staff will post the proposed changes for the required 60 days, as per A.R.S. § 9-499.15, before bringing them back to Council for formal consideration.

**Background:**

By Ordinance 05-09, adopted June 21, 2005, Council established a fee schedule for Development Services. The fee schedule includes a \$500 fee for "Record of survey in lieu of subdivision (for 3 lots or less)". Historically, the Town has charged this fee for Lot Splits, Lot Combinations, and Lot Line Adjustments.

In 2010, the Town, in partnership with FCS Group, conducted a User Fee Study in which the fee in question was classified as, "Lot split or large land division (for 3 lots or less)".

The Town's practice since 2005 has been to consider Lot Splits, Lot Combinations, and Lot Line Adjustments all part of the same fee. All three follow the same process and utilize the same amount of Town resources.

In order to clarify and properly charge a fee for all three processes, staff is proposing that the fee schedule be amended to list each separately.

Pursuant to A.R.S. § 9-499.15, the proposed changes will be posted on the Town's website for sixty days before being brought back to Council for a formal vote on making the changes.

**Financial Impact:**

The fee is \$500 per application. The proposed changes will keep the fee at the same amount, so that there is no change in the fee amount collected for each process.

**Attachments:**

Current Fee Schedule; Excerpt from 2010 User Fee Study; Draft Notice of Intent to Establish Fees; Draft Report with data supporting the proposed fee change

Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365  
[www.dhaz.gov](http://www.dhaz.gov)

**APPENDIX A: FEE SCHEDULE**

The Town Manager, Town Clerk, Town Engineer, Town Attorney 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 this Fee Schedule.

<b>Fee Type</b>	<b>Base Fee</b>
<b>Zoning Clearance Fees</b>	<b>Metes and Bounds and Recorded Lots</b>
1. Residential: Site built house; mobile home; duplex; triplex; quad; multi-family; motel w/cooking facilities.	\$100 per dwelling unit
a. Detached accessory structures, such as courts, pools, garages, water tanks, barns, stables and sheds greater than 400 square feet	\$25
b. Fences, walls, sheds, 400 square feet or less in size, and extensions to existing detached accessory structures	\$15
2. Residential follow-on (means attached to a primary structure): Attached accessory/additions (including enclosures)	\$35
a. Remodel	\$15
b. Slabs, paving, patios, and sheds 400 square feet or less	\$15
3. Nonresidential: noncommercial; motels; camps; commercial; industrial; changes of use; includes slabs, paving, walls, fences, sign supports, permits	\$.125 per sq. ft. under roof
Otherwise, minimum permit	\$125
4. Minimum permit	\$15
5. Permit renewals (within 180 days of original permit)	
a. Single family residential	\$10
b. Non-single family residential	\$50
6. Revised plot plan	\$10
7. Refunds of zoning clearance fees	
a. Denied or withdrawn zoning clearance	Retain \$10 or 25%, whichever is greater
b. Department errors, such as duplicates	\$0
8. Mobile home parks (RV)	\$200 plus \$10 per space
9. Commercial permit review fee	\$100 (nonrefundable)
10. Lighting permit	\$50
11. Home occupation	\$25
<b>Temporary Dwelling Permits</b>	
1. New	\$25
2. Renewal	\$50
3. Second renewal	See use permit
<b>Sign Permits</b>	
<b>Sign Type:</b>	
1. Temporary signs, directional signs (both on- and off-premises)	\$10
2. All on-premises signs intended for advertising regardless of use or size	\$60
3. All off-premises signs (other than directional)	\$200
Note: Structures other than purely supports (such as monuments, poles and standards) must be permitted as structures separate from their associated signs with permits under general zoning clearance procedures or have a proven pre-existing legal status.	
<b>Hearing Applications to Boards of Adjustment and Appeals</b>	<b>Base Fee (Includes Electronic Document Fee)</b>

1. Base variance	R: \$250/C: \$500*
2. Each additional variance	
a. BOA appeals (must be separate hearing application)	\$400*
b. Hearing Officer appeal (payable to Zoning Administrator)	\$400*
c. Zoning verification letter	\$150*
d. Minor administrative variance (administrative review)	\$85
2. Conditional use permits	
a. Residential	\$750 plus \$10 per acre
b. Commercial	\$1,000 plus \$10 per acre
c. Industrial	\$1,000 plus \$10 per acre
<b>Zoning Map Change (to following district) OR use permit (determined by district in which the requested use would most closely be allowed in as a matter of right)</b>	<b>Base Fee + Multiplier (Includes Electronic Document Fee)</b>
1. Residential (R1L; RMM; R1; RCU; R2; OS)	\$750 plus \$20 per acre
2. Commercial (RCD; RS; PI; C1; C2)	\$1,000 plus \$50 per acre
3. Industrial (C3; PM; M1; M2)	\$1,000 plus \$50 per acre
4. Planned Area Development (PAD)	\$750 plus \$20 per acre
5. Planned Area Development (PAD) Major amendment (P&Z and Town Council hearing required)	\$750 plus \$10 per acre
6. Planned Area Development (PAD) Minor amendment (staff review)	\$500*
7. Administrative amendment	\$1,000
8. Density district change ONLY, which results in a decrease in the overall density with no change to the use district	\$0
9. Density district change ONLY, which results in an increase in the overall density with no change to the use district	New application fee for corresponding use district type (i.e., residential, commercial, industrial)
10. Extension of time for time limited zoning.	Base fee only
11. Amendment of conditional zoning	Full fee less 25%
12. UP renewal with NO modifications	Full fee less 50%
13. UP renewal with modifications	Full fee
14. UP mobile home/RV park	\$700 plus \$10 per space
15. UP home occupation (uses are distinguishable from normal residential uses and do not meet all requirements of the home occupation ordinance)	\$300
16. Administrative UP with comment	\$350
17. UP or conditional zoning amendment	Same as full fee less 25%
<b>Street Names and Addressing</b>	<b>Base Fee + Multiplier (Includes Electronic Document Fee)</b>
1. Change existing street name	\$250
2. Change existing address number (per request and not initiated by Yavapai County for 911 purposes)	\$250
<b>Wireless Use Permits</b>	<b>Base Fee (Includes Electronic Document Fee)</b>
1. Applications to be processed by administrative review	\$250
2. Applications to be processed by administrative review with comment period	\$350
3. Applications requiring a use permit	\$1,000
4. Applications to review/renew an existing approved facility	50% of base fee

<b>Final Site Plan</b>	<b>Base Fee (Includes Electronic Document Fee)</b>
1. Amendment or review requiring a new public hearing	\$700*
2. Amendment or review requiring staff review only	\$250
3. Preliminary site plan review by P&Z and Town Council	\$500*
<b>Development Agreements</b>	
<b>Base Fee</b>	\$1,500
4. Amendment to approved development agreement	\$500
<b>General Plan Amendments (Includes Community Plans)</b>	<b>Base Fee + Multiplier [\$50 per acre] (Includes Electronic Document Fee)</b>
1. Minor	\$3,743
2. Major (heard once per year)	\$4,417
<b>Subdivisions</b>	<b>Base Fee + Multiplier (Includes Environmental and Electronic Document Fee)</b>
1. Sketch plan	\$350
2. Administrative preliminary plat	\$350 plus \$20 per lot
3. Preliminary plat	\$1,000 plus \$10 per lot
4. Final plat	\$750 plus \$10 per lot
5. Record of survey in lieu of subdivision (for 3 lots or less)	\$500
6. Abandonment of a final plat/zoning/reversion to acreage	\$750
7. Extension of time for pre-plat	\$500
8. Administrative consideration of a 6-month extension for final plat recording	\$100
9. Second and any subsequent extension(s) of final plat recording (requiring public hearing)	\$500
10. Traffic report related to platting	Actual cost to review
11. Drainage report related to platting	Actual cost to review
<b>Base P&amp;Z Commission Review</b>	
1. (Examples: review of miscellaneous applications such as Alternative Financial Assurances; Section Line Setback Waiver and the like)	\$500
2. Site/development plan/lotting layout	\$750
<b>Re-advertising — Any Public Hearing</b>	
1. Deferred to date specific	No fee
2. Deferred to date unspecified; application to be reheard between 0 and 179 days of original hearing date. Requires re-advertising only	\$250*
3. Deferred date unspecified; application to be reheard between 180 and 364 days of original hearing date. Requires re-advertising, posting, and public hearing notices mailed to surrounding property owners	\$250*
4. Deferred date unspecified; application to be reheard 365 days or longer after original hearing date. Requires new application	New full application fee
<b>Annexations</b>	
1. Base fee	\$750*
<b>Professional Services</b>	
1. Engineering review - base fee for any of the above	\$250 per sheet for first and second reviews, \$100 per hour thereafter
2. Engineer	Actual cost
3. Planner	Actual cost

4. Clerical	Actual cost
*Plus direct expenses, i.e., postage, advertising and the like	

(Ord. 05-09, passed 6-21-2005; Am. Ord. 10-73, passed 8-17-2010; Am. Ord. 11-81, passed 3-15-2011)

# DEVELOPMENT SERVICES

## Planning and Building Fees



Unit Cost Calculations									
Fee Name	Unit	Service / Fee Status	Direct Unit Cost	Indirect Unit Allocated Costs	Direct Material Expenses	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Current Recovery Rate as a Percentage of Total Cost
<b>Zoning Text Code Amendments (plus all applicable)</b>									
Citizen-Initiated Text Amendment	Per App	NEW FEE	\$1,689	\$372		\$2,060		(\$2,060)	0%
<b>Development Agreements</b>									
Development Agreements (base fee) (plus all applicable external expenses)	Per App	Current	\$1,628	\$358		\$1,986	\$ 1,500	(\$486)	76%
Amendment to approved development agreement	Per App		\$413	\$91		\$504	\$ 500	(\$4)	99%
<b>General Plan Amendments (includes community plans)</b>									
Minor	Per App	Current	\$3,409	\$750		\$4,159		(\$4,159)	0%
Major (heard once per year)	Per App	Current	\$4,022	\$885		\$4,908		(\$4,908)	0%
<b>Subdivisions (minor = 4-10 lots, major greater than 10)</b>									
Sketch plan	Per App	Current	\$1,057	\$233		\$1,290	\$ 350	(\$940)	27%
Administrative preliminary plat (base fee)	Per App	DELETE	\$0	\$0		\$0	\$ 350	\$350	0%
Administrative preliminary plat (per lot fee)	Per lot	DELETE	\$0	\$0		\$0	\$ 20	\$20	0%
Preliminary plat (base fee)	Per App	Current	\$1,988	\$437		\$2,425	\$ 1,000	(\$1,425)	41%
Preliminary plat (per lot fee)	Per lot	Current	\$52	\$11		\$63	\$ 10	(\$53)	16%
Final plat (base)	Per App	Current	\$2,395	\$527		\$2,921	\$ 750	(\$2,171)	26%
Final plat (per lot fee)	Per lot	Current	\$52	\$11		\$63	\$ 10	(\$53)	16%
Lot split or large land division (for 3 lots or less)	Per App	Current	\$653	\$144		\$797	\$ 500	(\$297)	63%
Abandonment of final plat/zoning/reversion to acreage	Per App	Current	\$553	\$122		\$675	\$ 750	\$75	111%



## Notice of Intent to Establish Fees

In accordance with A.R.S. § 9-499.15, notice is hereby given that the Dewey-Humboldt Town Council will consider amending the fees authorized by the Town Code by establishing a policy and fees for the review and processing of “Land Splits, Lot Combinations and Lot Line Adjustments. The Town Council meeting where this item will be considered is scheduled for Tuesday, October 20, 2020. A schedule of the proposed new fees and the data that supports the proposed new fees are available on the Town of Dewey-Humboldt’s website.

Posting date: \_\_\_\_\_

### Purpose:

Propose to the Town Council fees for the **review and processing of Land Splits, Lot Combinations and Lot Line Adjustments**. The proposed policy contemplates the proposed fees applying to all proposals for Land Splits, Lot Combinations and Lot Line Adjustments.

### Proposed Schedule of Fees for the Town of Dewey-Humboldt:

Land Splits - \$500;

Lot Combinations - \$500;

Lot Line Adjustments - \$500

### Town Council Public Meeting:

Tuesday, October 20, 2020 – 6:30 p.m.

Dewey-Humboldt Town Hall  
Council Chambers  
2735 S. Highway 69, Suite 10  
Humboldt, AZ 86329

To confirm the meeting date and location, contact the Town of Dewey-Humboldt at (928) 632-7362.

Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365  
[www.dhaz.gov](http://www.dhaz.gov)



## **Fee Schedule Amendment for Land Splits, Lot Combinations and Lot Line Adjustments**

### Summary of Proposed Policy:

Individuals applying to the Town for review and processing of applications and approval of Records of Survey for Land Splits, Lot Combinations and/or Lot Line Adjustments shall do so on forms and in keeping with size requirements established by the Town.

Records of Survey for Land Splits, Lot Combinations and Lot Line Adjustments shall be submitted for approval by the Town as original drawings with original surveyor seals, signed by Registered Land Surveyors or Civil Engineers.

The Record of Survey submitted must contain the original signature of the Surveyor and Property Owner and a space for the signature of the Town Manager to indicate approval.

Application fees will be used for the purpose of recovering the Town's cost of processing and reviewing the application and Record of Survey.

Applicants will be responsible for arranging recording of the Record of Survey, and returning to the Town, a recorded copy containing the assigned reception number.

### Application Review and Approval:

The process for reviewing a Land Split, Lot Combination or Lot Line Adjustment application is estimated to take no less than two hours of Town staff time per application. Staff time will include review of the application and Record of Survey for completeness, verifying the proposed Land Split, Lot Combination or Lot Line Adjustment results in lots that conform to current zoning. The scheduling of time spent on review will be subject to availability of staff.

The Town Manager, Community Planner, and Town Clerk will be involved in the review of the application and Record of Survey.

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**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 • Fax 928-632-7365**

**RECEIVED**

JUL 24 2020

~~Dewey-Humboldt~~

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular  Special  Work Session

Meeting Date: 8-11-20 Discussion ~~8-11-20~~ ~~8-11-20~~ ~~8-11-20~~

Date of Request: \_\_\_\_\_

Requesting: ~~Action~~  Discussion or Report Only

Type of Action:  Routine/Consent Agenda  Regular

**Agenda Item Text (a brief description for placement on the agenda; please be exact as this will be the wording used for the agenda):**

Discuss ordinance to amend Town Code 10.15, adding provision to it for first and second read/adoption of ordinances, resolutions and authorize staff to include conforming changes to Code and PG TC 20-04

**Purpose and Background Information (Detail of requested action).** \_\_\_\_\_

I have seen in 2018 minutes where this used to be done. This would help with accommodating public participation and provide more transparency

Staff Recommendation(s): \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

List All Attachments: Town Code 10.15, PG TC 20-04

Type of Presentation: \_\_\_\_\_

Special Equipment needed:  Laptop  Remote Microphone  
 Overhead Projector  Other: \_\_\_\_\_

Contact Person: Lynn Collins

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

## § 10.15 ORDINANCES AND RESOLUTIONS; FORM; EFFECTIVE DATE.

(A) *Form of ordinances and resolutions.* All ordinances and resolutions shall be in writing, with a copy provided to each member of the Council and the Town Clerk. If a proposed ordinance or resolution is amended by Council during the meeting at which it is approved, the Town Clerk shall record the amendments and read the amended provisions back to Council prior to the final vote.

(B) *Record of vote.* For any resolution or ordinance approved by Council, the Town Clerk shall record the yeas, nays and abstentions. If the Council approves extensive or complicated amendments to a proposed ordinance or resolution, the Town Clerk shall prepare a revised version as approved by Council, and obtain the Mayor's signature as soon as practicable.

(C) *Effective date.* No ordinance, resolution or franchise shall become operative until 30 days after its passage by the Council and signature by the Mayor, except emergency measures necessary for the immediate preservation of the peace, health, or safety of the town.

(D) *Votes required for approval.* All ordinances and resolutions, except emergency ordinances and resolutions, shall require the affirmative vote of a majority of all Councilmembers present at any regular or special Council meeting in order to become effective. Emergency ordinances and resolutions shall require the affirmative vote of three-fourths of all the members of the Council. No ordinance shall be passed unless all Councilmembers present at the meeting are in possession of copies of such ordinance.

(Am. Ord. 12-91, passed 6-12-2012; Am. Ord. 15-116, passed 9-15-2015)

	<b>TOWN OF DEWEY-HUMBOLDT</b>	<b>PG No TC20-04</b>
<b>Town Council and Town Employees</b>		<b>Effective Date: March 3, 2020</b>
<b>Subject: <i>Town Council Ordinance Preparation and Review Process</i></b>		

1. **Scope.** This policy applies to the Town Council and Town Employees.
2. **Purpose.** The purpose of this reference guide is to establish a procedure by which Councilmembers may initiate an ordinance amending the Town Code, including administrative provisions and the Zoning Ordinance.
  - 2.1. This policy:
    - 2.1.1. Formalizes a process by which Councilmembers may initiate changes to the Town Code, and guidelines that staff will follow.
    - 2.1.2. Formalizes a process by which staff-initiated ordinances will be prepared and reviewed by the Town Council.
  - 2.2. This policy is to be used in conjunction with Council Policy PG No. TC20-03, Town Council Agenda Process.
3. **Ordinances in General<sup>1</sup>.**
  - 3.1. An ordinance is a local law of a city or town. It is formally defined as a local law of a municipal corporation, duly enacted by the proper authorities, prescribing general, uniform and permanent rules of conduct relating to the corporate affairs of the municipality.
  - 3.2. General ordinances impose certain restrictions upon the community and upon the administration of the municipal government. General ordinances amend, repeal or add to the Town Code.
  - 3.3. Special ordinances are specific to a property, person or corporation and are not usually placed in the town code.
4. **Process for Council-initiated general ordinances.**
  - 4.1.1. A Councilmember will submit a CAARF to consider a broad issue or area of concern. The CAARF may identify a specific area of the Town Code or Zoning Ordinance that the Councilmember is interested in reviewing.
    - 4.1.1.1. The CAARF shall be submitted and placed on an upcoming agenda in accordance with Council Policy PG No. TC20-03.
    - 4.1.1.2. Specific code sections that a Councilmember wishes to review should be attached to the CAARF for inclusion in the Council packet materials.
    - 4.1.1.3. If a Councilmember has recommended changes to a code section, the CAARF should indicate such, and the Councilmember's recommended changes attached to the CAARF.
  - 4.1.2. Upon receipt of a CAARF, staff will spend no more than one hour performing an initial review of the request to prepare the item for Council's consideration. The initial review will include:

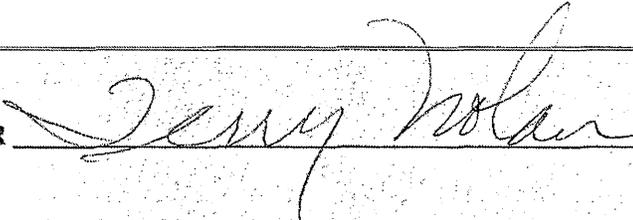
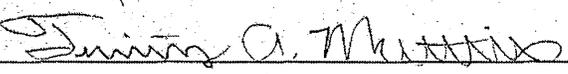
<sup>1</sup> Excerpted from *Guide to Preparing and Adopting Local Laws*, September 2019 edition, prepared by the League of Arizona Cities and Towns

- 4.1.2.1. An preliminary analysis of which Town Code sections would need to be amended to address the issue or area of concern;
  - 4.1.2.2. A high-level analysis of the financial impact to the Town, to include whether the resources to carry out the purpose of the recommendation are currently available;
  - 4.1.2.3. Staff's recommendation to pursue or not pursue drafting an ordinance.
- 4.1.3. Staff will place the matter on an upcoming Regular or Special Meeting agenda for Council to vote on how to proceed.
- 4.1.3.1. Pursuant to the Town Code, Council may not vote on matters at Study Sessions. Staff may place the matter on a Study Session agenda, however, if the matter entails a detailed review or educational discussion prior to a vote at a future non-Study Session meeting.
- 4.1.4. In a Regular or Special Town Council meeting, Council will vote to:
- 4.1.4.1. Refer the matter to staff to review and prepare an ordinance;
  - 4.1.4.2. Refer the matter to staff for further research, as outlined by Council, and report back to Council;
  - 4.1.4.3. Refer the matter to a future meeting for an in-depth review or educational discussion;
  - 4.1.4.4. Take no action to draft an ordinance.
- 4.1.5. If moved forward by Council, staff will draft an ordinance, ensuring that all impacted sections of the Code are reviewed, and any necessary conforming changes are included in the ordinance.
- 4.1.6. If the ordinance amends the Zoning Ordinance, staff will jointly advertise and post for public hearings at both Planning and Zoning Advisory Commission ("P&Z") and Town Council meetings.
- 4.1.6.1. At the P&Z hearing, P&Z may consider any public input and staff's analysis of the matter in formulating its recommendation to Council.
  - 4.1.6.2. Following the P&Z hearing, staff will prepare a report for Council's consideration that includes P&Z's recommendation on the matter.
  - 4.1.6.3. Council will hold its public hearing, consider the recommendation from P&Z, and vote on the Ordinance. Council action may include:
    - 4.1.6.3.1. Approve the ordinance as presented or with modifications as stated in the motion for approval;
    - 4.1.6.3.2. Deny the ordinance;
    - 4.1.6.3.3. Direct staff to take other actions before another presentation of the ordinance;
    - 4.1.6.3.4. If continued for further action, Council should specify the date at which the ordinance will be considered again.
- 4.1.7. If the ordinance does not amend the Zoning Code, staff will proceed with scheduling the item for an upcoming Regular Council Meeting. At the Council meeting, Council may take the following action:

- 4.1.7.1. Approve the ordinance as presented or with modifications as stated in the motion for approval;
  - 4.1.7.2. Deny the ordinance;
  - 4.1.7.3. Direct staff to take further actions and bring back to Council in accordance with Council's direction;
  - 4.1.7.4. If continued for further work, Council should specify the date at which the ordinance will be considered again.
- 4.1.8. After an ordinance is adopted by Council, except in the rare event of an emergency clause, there will be a thirty-day period before the ordinance is effective during which the ordinance will be advertised and posted in accordance with state law.

**5. Process for Staff-initiated ordinances.**

- 5.1. From time to time, due to changing state laws, trends, or best practices, or for any other reason, staff may initiate a proposal to draft an ordinance amending the Town Code or Zoning Ordinance.
- 5.2. The subject will be brought to Council via the following method:
  - 5.2.1. As the schedule permits, the subject will be brought to Council at a Study Session for a detailed report on why an ordinance is being recommended.
  - 5.2.2. If staff deems the matter to require action earlier than the next available Study Session, the item will be introduced at a Regular Meeting.
  - 5.2.3. When warranted, the subject will be brought to Council at an Executive Session for legal advice on the matter prior to taking any action.
- 5.3. When appropriate, staff will provide sample provisions from surrounding jurisdictions for Council to review, as background information.
- 5.4. If the ordinance amends the Zoning Ordinance, the process outlined in Section 4.1.6 shall be followed. If the ordinance does not amend the Zoning Ordinance, the process outlined in Section 4.1.7 shall be followed.

<p><b>TERRY NOLAN, MAYOR</b></p> <p><b>ATTEST:</b></p> <p><b>TIMOTHY A. MATTIX, TOWN CLERK</b></p>	 
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