

**THE PLANNING & ZONING ADVISORY COMMISSION  
FOR THE TOWN OF DEWEY-HUMBOLDT  
WORK SESSION MEETING NOTICE  
Thursday, September 13, 2012 6:00 P.M.**

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

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

## **AGENDA SUMMARY**

1. **Call To Order.** The meeting was called to order at 6:06PM.
2. **Roll Call.** Commissioners Chris Berry, Claire Clark, Mel Scarbrough, Vice Chair Arlene Alen and Chair Bob Bowman were present.
3. **Discussion Agenda**

### **3.1. Review and Compare Draft Sign Code Rewrite vs. Existing Versions of Sign Code.**

Review and discuss any additions or deletions to draft Sign Code proposed by Commissioner Clark.

Mr. Colvin stated PAD and PUD are defined in section 153.048 of the Town Code, the actual definition is planned area development (PAD) or planned unit development (PUD). Commissioner Berry suggested in section 153.127 (A) removing "and/or suspended by balloons".

There was discussion on section 153.127 (B) lighted beacons, searchlights, etc.

Sharla Mortimer spoke on lighted beacons being allowed for special events; signage draws the public; incorporating it into the special event permit;

There was discussion about the Dark Sky Ordinance and possibly changing that to allow for special events. Commissioner Alen spoke in favor of maintaining and protecting dark skies and instead of changing the sign code it is handled by special permit. Add "except as permitted in approved special event permit". Mr. Colvin will review the Dark Sky Ordinance to make sure the sign code does not violate it, perhaps amending to allow for special event permits; he will add it to the next Planning & Zoning agenda.

There was discussion on section 153.127 (C). Mr. Colvin suggested keeping in mind the Town's General Plan and the mission statement of "Arizona's Country Town".

Sharla Mortimer spoke on banners hanging over Gurley in Prescott to let the public know what is going on downtown and the Town may be interested in doing that someday for special events.

There was further discussion on section 153.127 (C) no sign may encroach or overhang a property. The Commissioners agreed to remove, "no sign shall be attached to a utility pole, light standard, bridge or other fixture in the public right of way" and add "unless permitted by Right-of-Way Encroachment permit".

There was discussion on section 153.127 (D); a nameplate is allowed for in the code; no changes to this item.

There was discussion on section 153.127 (E) no sign shall exceed 30 feet in height; current non-conforming signs would need to come into compliance with the sign code once they change their sign. No changes to this item.

There was discussion on section 153.127 (J) new signs exceeding 6 square feet or 8 feet in height shall follow permitting requirements, etc. Mr. Colvin stated a sign that has movement is a banner; a sign that is hard-mounted and does not move it is not a banner. Commissioner Alen suggested handling banners separately. The Commissioners agreed to change the exceeding square footage to 8 square feet and insert language to prevent contiguous signage to get around the 8 square feet limit. The Commissioners agreed to add “no more than 2 exempt signs per individual business”.

Sharla Mortimer spoke in favor of 2 exempt permanent signs per business; clarified if someone picks up a sign and moves it, it has to be permitted.

There was discussion on section 153.127 (L) all freestanding signs will comply with 153.076. Mr. Colvin spoke in favor of including the corner detail for enforcement purposes. Commissioners Alen and Berry spoke in favor of including the corner detail.

There was discussion on section 153.127 (M), the square footage of a sign made up of letters, words, or symbols within a frame or border shall be determined from the outside edge of the frame or border itself. Mr. Colvin clarified that if a backdrop of a sign matches the building finishes/surfaces then it would comply; if the sign is a different color and is in contrast to the building the whole surface is considered the sign. No changes to this item.

There was discussion on section 153.127 (N), signs deemed dangerous, abandoned or in substantial violation of this sign code by the Zoning Administrator shall require correction within 30 days of official notification, etc. The Commissioners agreed to change “Zoning Administrator” to “Community Development Coordinator”.

There was discussion on 153.127 (M2), an informational sign shall not be included in the permitted sum of the sign area of identification wall signs, etc. No changes to this item.

There was discussion on 153.127 (N2), any sign type that is not included in this sign code shall be brought before the Dewey-Humboldt Planning and Zoning Commission. The Commission agreed to remove 153.127 (N2).

Sharla Mortimer recommended working on the banner and flag portion of the sign code. Commissioner Alen noted that item would be addressed separately at another meeting.

There was discussion on 153.127 (O), the Dewey-Humboldt Planning and Zoning Commission reserves the right to bring before it the owner of any sign that proves to be a cause for concern for the Town or any member of the Planning and Zoning Commission. The Commission agreed to remove 153.127 (O).

Sharla Mortimer spoke in favor of removing (O); such decisions should occur in the planning stages, not after the sign is installed.

There was discussion on 153.128 Exempt Signs table. Commemorative Markers - The Commission agreed to add no limit to number permitted and 8 square feet. Sharla Mortimer spoke on the size of the centennial monument. Flags, Emblems and Posters – The Commission agreed to remove flags from the title; add no limit to number permitted and 8 square feet. Religious Symbols – The Commission agreed to no limit to number permitted and no limit to area and height. Signs Located within Structures – The Commission agreed to no limit to number permitted and no limit to area and height. The Commission agreed to add a category for Sandwich Boards; 2 sandwich boards per frontage for number permitted and 10 square feet. The Commission defined sandwich boards as temporary signs restricted to business hours and

must be brought indoors at close of business.

Sharla Mortimer spoke in favor of flexibility in the use of sandwich boards.

There was further discussion on 153.128 Exempt Signs table. Political Signs – No changes, it is in conformance with other communities and state law.

There was discussion on 153.129 Special Purpose Signs, Construction Signs – No changes.

There was discussion on 153.130 Off-Premise Signs – The Commission agreed to address this area when they talked about banners.

There was discussion on 153.131 Sign Regulations for Use Districts, Residential – The Commission agreed to change the maximum area to 15 square feet and the maximum 16 foot clear height. The Commission agreed to add to the name plate definition to include historical informational signs. Shopping Center Signs was added to the draft sign code; there was discussion about this item. The Commissioners agreed to change the maximum height to 30 feet. PUD & PAD – The Commission agreed to add a requirement for a comprehensive sign package to be included in a PAD submittal.

There was discussion on Applicable Foot Notes (d) Menu Boards for Drive-Thru Restaurants. The Commission agreed to change (d) 1. One pre-order board and one order board per drive-thru lane.

There was discussion on 153.138 Sign Permits (A) Permit Required, in particular including painting directly onto the building. The Commission agreed that is considered a sign and a permit is required. There was discussion on (B) Fees and Commissioner Berry suggested the Town provide a packet to people to include the appropriate permits, sign code, a helpful packet of basic information and clearly indicate fees double if work done without permits. Mr. Colvin stated the Town recently revised and simplified forms; there is a complete sign packet outlining what needs to be done. There was discussion about off-premise directional or informational signs, businesses could mount individual signs beneath, should not be considered part of the allowable signage. Mr. Colvin stated 153.130 Off-Premise Signs has similar verbiage that may apply in this situation; he will verify.

There was discussion on whether or not someone would be able to use a right-of-way for signs, displays, etc. This item will be discussed at the next Planning & Zoning meeting.

The Commission asked Mr. Colvin to incorporate the changes for the October 4, 2012 Planning & Zoning meeting. Staff will address the banner portion of the sign code.

4. **Comments from the Public.** Sharla Mortimer spoke on addressing the banner portion of the sign code and expressed interest in being part of that discussion.
5. **Town Planner's Report.** None.
6. **Adjourn.** The meeting was adjourned at 8:32PM.