

**THE PLANNING & ZONING ADVISORY COMMISSION
FOR THE TOWN OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE
Thursday, March 6, 2014 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.

3. Roll Call. Commissioners Claire Clark, Dee Parker, Jeff Siereveld, Barry Smylie and Chair Tammy DeWitt.

4. Disclosure of Ex Parte Contacts.

5. 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.

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 February 6, 2014 Planning & Zoning Regular Meeting.

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

8.1. Accessory Dwelling Unit Ordinance, Public Hearing Report and Next Steps. Discussion and Possible Action.

9. Public Hearing Agenda.

9.1. Public Hearing for Use Permit, DHHS Off-Premise Sign. Discussion and Possible Action.

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 Work Session: Tuesday, March 11, 2014 at 2:00 p.m.

Next Town Council Meeting: Tuesday, March 18, 2014 at 6:30 p.m.

Next Planning & Zoning Commission Meeting: Thursday, April 3, 2014 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 _____, 2014, 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 & ZONING ADVISORY COMMISSION
REGULAR MEETING MINUTES
FEBRUARY 6, 2014, 6:00PM**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, FEBRUARY 6, 2014, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. CHAIR DEWITT PRESIDED.

1. **Call To Order.** The meeting was called to order at 6:00PM.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Made.
3. **Roll Call.** Commissioners Claire Clark, Dee Parker, Barry Smylie and Chair Tammy DeWitt were present; Commissioner Siereveld was absent.
4. **Disclosure of Ex Parte Contacts.** None.
5. **Informational Reports.** Warren Colvin, Community Development Coordinator, stated the Transient Merchants subject matter was going to Town Council at their next meeting.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the January 9, 2014 Planning & Zoning Regular Meeting.
Commissioner Clark made a motion to approve the January 9, 2014 minutes, seconded by Commissioner Parker. The motion passed unanimously.
7. **Discussion Agenda – Unfinished Business.** None.
8. **Discussion Agenda – New Business.** Discussion and Possible Action on matters not previously presented to the Commission.
 - 8.1. **2014 Planning and Zoning Training Opportunities.** Discussion and possible action.
Mr. Colvin spoke on training opportunities available to the Commissioners which were included in the packet. He stated there is money available for training, if any Commissioners were interested they should email him and a training request would then go before the Council for approval.
9. **Public Hearing Agenda.**
 - 9.1. **Public Hearing for Town Code Amendment to Accessory Dwelling Units, Guest Homes and Secondary Medical Dwelling Units.** Discussion and possible action.
Commissioner Smylie asked how this would be enforced for both existing structures and new structures. Mr. Colvin stated an existing structure that was permitted before the adoption of this ordinance would be considered legal non-conforming, if it was not permitted there are other issues. New structures would go through the process. Mr. Colvin felt confident to enforce the ordinance as written, the language was clear and cleaned up.
Chair DeWitt opened the public hearing at 6:18PM. There was no public comment. Chair DeWitt closed the public hearing at 6:18PM.
Commissioner Clark made a motion to submit this document as written to Town Council for their approval, seconded by Commissioner Parker. The motion passed unanimously.

10. Comments from the Public.

Terry Nolan thanked the Commission for the work they do.

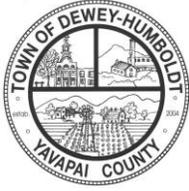
Barry Clark spoke on needing to swear in the new P&Z Chairperson.

11. Adjourn. The meeting was adjourned at 6:22PM.

Tammy DeWitt, Chairperson

ATTEST:

Mandi Garfield, Administrative Assistant



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 ▪ Fax 928-632-7365

MEETING OF THE TOWN PLANNING & ZONING ADVISORY COMMISSION

March 6, 2014 6:00 p.m. Town Council Meeting Chambers

Agenda Item: Accessory Dwelling Unit Ordinance, Public Hearing Report and Next Steps

To: Planning & Zoning Advisory Commission

From: Warren Colvin, Community Development Coordinator

Date Submitted: February 27, 2014

Recommendation: Discussion on Town Council's Public Hearing in regards to ADU ordinance.

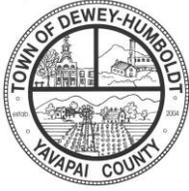
Summary: On February 18, 2014, Town Council held their public hearing in regards to the ADU ordinance. During this meeting there were several residents that spoke up in regards to the proposed ordinance. Some of the concerns that were expressed by the public were as follows:

- 1). Why do we need a kitchen in a detached ADU?
- 2). Limiting the square footage to 750 square feet.
- 3). Elimination of the Secondary Medical Dwelling definition.
- 4). Does this ordinance protect or preserve disabled persons rights?
- 5). Septic and drain field issue effecting adjacent properties wells.
- 6). Removing "Roomers and Boarders" from the R1 zoned district.

Staff's next steps are as follows:

- 1). Discuss with P&Z on staff's recommendation to gather information and recommend solutions to staff.
- 2). Run an article in the newsletter to get some exposure on the revised ordinance to obtain more public input so we can address their concerns.
- 3). Per direction by Town Council, discuss the proposed ordinance at a Council workshop.

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TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 ▪ Fax 928-632-7365

MEETING OF THE TOWN PLANNING & ZONING ADVISORY COMMISSION

March 6, 2014 6:00 p.m. Town Council Meeting Chambers

Agenda Item: Public Hearing for Use Permit, DHHS Off-Premise Sign

To: Planning & Zoning Advisory Commission

From: Warren Colvin, Community Development Coordinator

Date Submitted: February 10, 2014

Recommendation: Discussion and possible action on approving Use Permit for one (1) year with conditions listed below.

Summary:

On January 16, 2014, a Citizen's Participation meeting was held after notification was sent to adjacent neighbors within 300' of the property. During this meeting it was noted that no citizens showed up to the meeting to speak in favor or opposition of this project.

On January 18, 2014, DHHS was contacted by Mr. William Lacey who owns the property at the corner of 3rd Street and Highway 69. He was in favor of the sign location but wanted to see what the sign looked like. Mr. Marsee of the DHHS mailed him a copy of the rendering and details of location. Staff had a meeting with Mr. Lacey on February 6, 2014 and he spoke in favor of the project.

On January 28, 2014, an application for a Use Permit was filed with the Town of Dewey-Humboldt to install an off-premise sign located at 12470 E. Legionnaire Way, parcel# 402-08-049G (American Legion Post site).

On February 7, 2014, staff sent out a Notice of Public Hearing along with a site plan and sign rendering to five adjacent owners of property within 300' of the project site.

On February 11, 2014, staff posted the site in three locations for the Notice of Public Hearing.

On February 19, 2014, a Public Notice was published in the local newspaper announcing the dates and times for the Public Hearing for the Planning and Zoning Commission meeting along with the Town Council meeting.

The Use Permit application is for an off-premise sign to be installed on parcel# 402-10-073. The property is currently zoned RS-70 (Residential Services). Under the current sign code off-premise signage would not be allowed per section 153.130. The applicant has requested a waiver from two (2) requirements from Town Code Section 153.130. **1).** Request that the sign be allowed in an RS zoned district (which the uses in RS zoned district are very comparable to a commercial zoned district use). **2).** Request a waiver from the 200' setback to residentially zoned property be reduced to 125'. The request to waive or reduce these requirements is based on the sign not being lit, property terrain, and no surrounding residential property will be adversely affected.

The proposed sign is made from a 6' diameter old water tank that will be mounted horizontally and anchored to the ground via short metal supports. The tank was originally used by the Iron King Laboratory and still has the name painted on the end. Total sign square footage as proposed is 92.75 square feet which is well under the 160 square feet allowed by section 153.130 of the Town Code. The sign location as shown on the site plan is in compliance with the setback requirements of a 1' to 1' ratio.

DHHS has secured written permission from the American Legion to place the sign on their property. DHHS has submitted an application to ADOT for approval of the sign. ADOT has reviewed the proposed sign and has approved the location and type of sign (see attached email confirmation by staff).

The intent by the applicant is to draw attention to the museum and historic downtown Humboldt along with the businesses along Main Street.

Staff Recommendations:

Staff feels that the two requests for waivers of section 153.130 as stated above should be approved based on **1)**. The RS zoned district uses are compatible uses found in a commercial zoned district. **2)**. The sign will have no exterior illumination and mainly vacant property adjacent to this parcel. **3)**. As of February 26, 2014 the Town has received no letter in opposition to this project. **4)**. Applicant performed a Citizen Participation meeting as required and no opposition was stated at this meeting.

Staff recommends that this Use Permit be approved for a period of one (1) year with stipulations listed below.

Stipulations:

- 1). Sign and its structural components to be constructed as shown on submitted rendering to P&Z and Town Council.
- 2). Applicant to apply for a sign permit as required by Town Code section 153.138.
- 3). Granting of the use permit does not constitute a permanent use nor does it grant a vested right beyond the term of the permit.
- 4). If the use for which the use permit has been granted is discontinued for a continuous period of 12 months, the use permit shall be voided per Town Code Section 153.091(D)(6) and the sign must be removed.

JAN 28 2014

TOWN OF DEWEY-HUMBOLDT

DEVELOPMENT APPLICATION

Received

PROJECT DESCRIPTION:

Directional off-premise sign on historic tank located on the American Legion property.

- General Plan Amendment - Major, General Plan Amendment - Minor, Pre-Application, Community Master Plan, Major Use / Site Plan, Preliminary plat, Commercial Design Review, Annexation, Zoning Clearance, Conditional Use Permit, Abandonment, Rezone, Land split (3 parcels max), Lot Combine, Variance, Area Plan / Amendment, Final Plat / Amendment, Land Use District, Other

LEGAL DESCRIPTION:

Property Address: 12470 E. Legionnaire Way, Number of Lots / Units Proposed: N/A, Assessor's Parcel Number: 402-08-049G, Parcel Size (Acres): 3.06, Existing Land Use District: RS-70, Proposed Land Use District: Same, Plat Name: N/A, Block: N/A, Lot: N/A, Tract: N/A

DESCRIBE UTILITIES AVAILABLE TO PROPERTY: N/A

- Water, Gas, Sewer, Phone, Electric, Cable

Describe Public Access to Property:

FEES

Base Fees: Other Fees: Other Fees: Subtotal: Total:

Table with 2 columns: APPLICANT / CONTACT INFORMATION (Dewey-Humboldt Museum) and OWNER INFORMATION (American Legion #78)

Signature of owner or representative applicant: Chairman, Dewey-Humboldt Historical Society

*If application is being submitted by someone other than the owner of the property under consideration, a letter of authorization or other corresponding information must be provided.

LETTER OF INTENT

The Dewey-Humboldt Historical Society is requesting permission to install a historical water tank above Highway 69 on the American Legion property. The tank is horizontal and was originally used by the Iron King Laboratory and still has the name painted on the end. A new sign will be painted on the side of the tank directing people to the Dewey- Humboldt Museum. The sign will read: *Dewey-Humboldt Museum – Turn right at Main Street.*

The tank will be located on the south side of the hill just above East Legionnaire Highway. A rendering of the tank and a map showing its location is attached. The tank is thirteen feet long, 6 feet in diameter and will stand approximately seven feet high. The tank will be securely fastened to the ground. In addition to the museum, it will draw attention to historic downtown Humboldt and the businesses along Main Street.

We are also requesting a waiver from Town Code Section 153.130 (Off Premise Signs). The waiver is to reduce the requirement of off premise signs to not be closer than 200 feet of a residential zoning district. The tank will be approximately 125 feet north of an open field that is zoned residential. It will not be illuminated and there are no residential houses with a view of the proposed sign.

We have secured written permission from the American Legion to place the tank on their property. The Arizona Department of Transportation has also been contacted since the proposed sign will be within 660 feet of Highway 69.



TOWN OF DEWEY-HUMBOLDT
Plot Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50', 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

[Signature]
 Signature

1/28/14
 Date

Orientation of Plot Plan

Dimension & Lettering ↑				
	Dimension & Lettering ↔			

Document #

Sec

Twn

Rng

A P N

Zoning:

Stories:

Height:

Slope: %

FY:

RY:

EY:

IY:

LC:

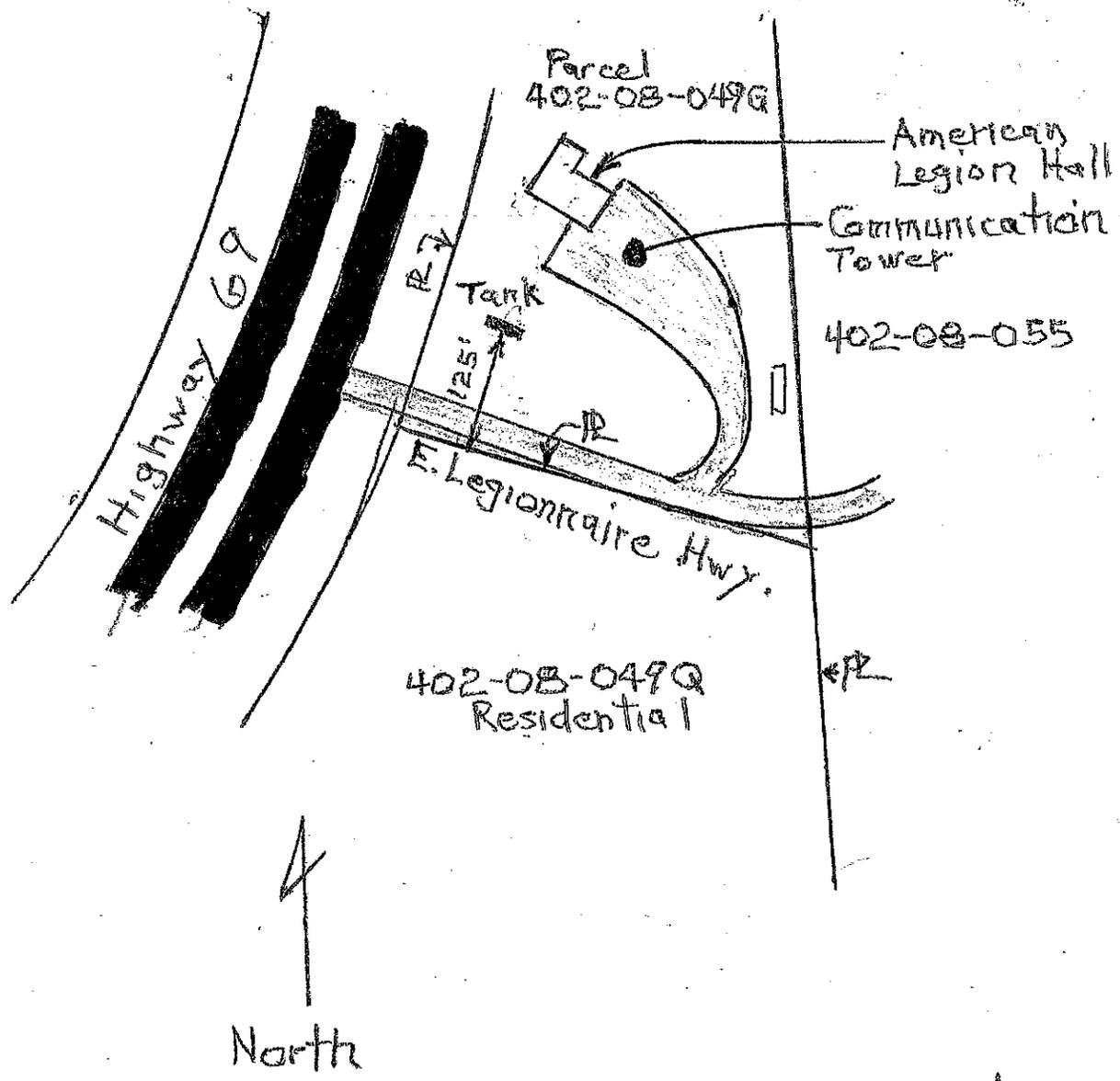
Lot Area

Lot %

Density Used:

Scale:

North Arrow



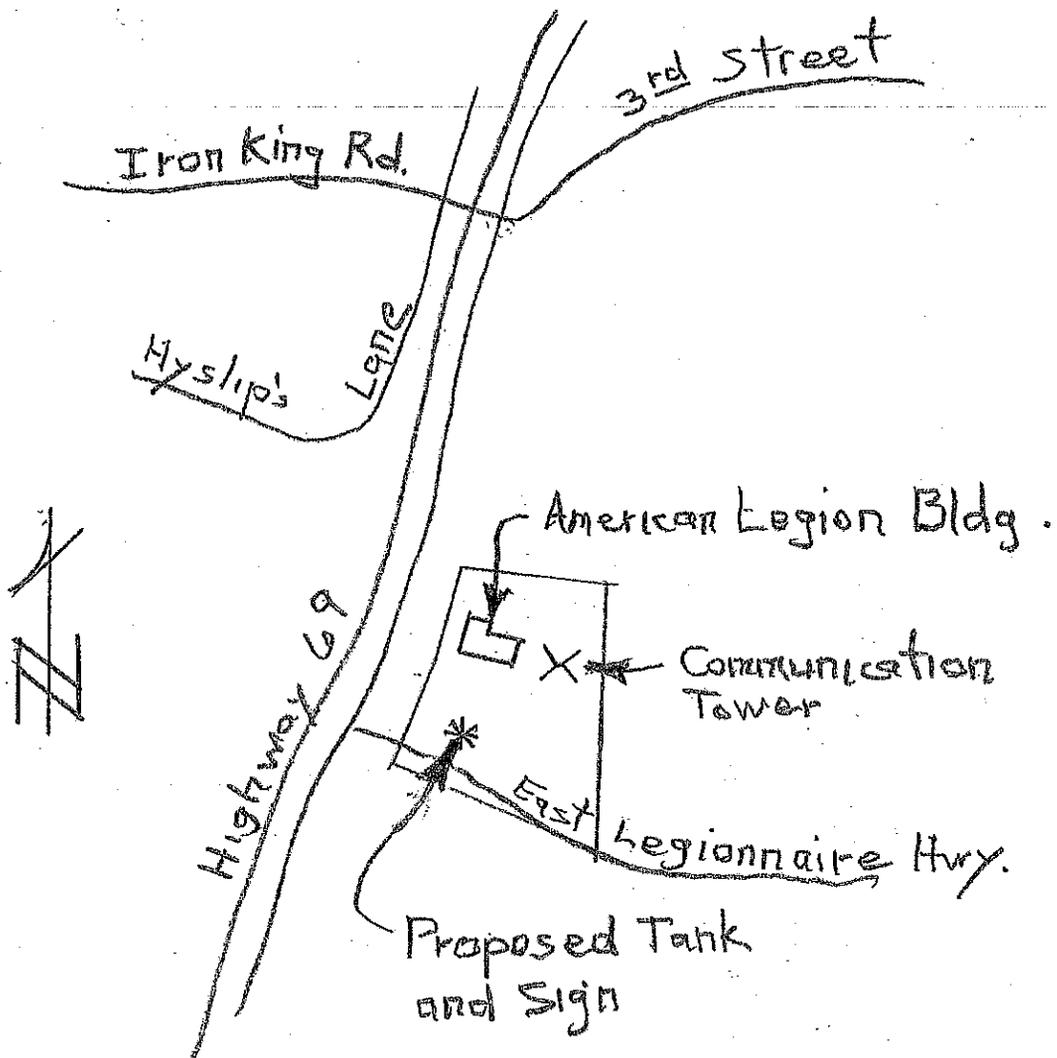
MUST BE DRAWN TO SCALE PER CHECKLIST. An additional 8 1/2" x 11" sheet may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet. Page 7 of 7

Town of Dewey-Humboldt

Directions to Site

Instructions: An actual detailed line map is needed, not written instructions, adding any significant buildings, land marks, main highway, street names, and north arrows. If the map is not adequate it could cause a delay in issuing your permit.

Assessor's Parcel Number 402-08-049G Address Post 78



Scale: ~ 1" = 400'

Jan, 2014
Page 6 of 7

13'-4"

DEWEY-HUMBOLDT

MUSEUM

Turn Right at Main St.

7'-4"



Jan. 2014

From: John Young <johncharlesyoung@aol.com>

To: johncharlesyoung <johncharlesyoung@aol.com>

Subject: Approval for water tank sign to be located at legion hall #78 property. in Humboldt

Date: Thu, Dec 19, 2013 9:00 pm

American Legion hall Post #78 is giving permission to the Dewey/Humboldt Historical Society/Museum to locate and keep its water tank sign on Legion property for a time of ten years and at that time the Legion will determine to extend renewal.

I DUSTIN SACMANS, Commander Am. Legion Post 78
Humboldt, Az. 12/23/13

GIVE PERMISSION TO DEWEY-HUMBOLDT HISTORICAL SOCIETY/
MUSEUM TO LOCATE AN ANTIQUE WATER TANK ON OUR
PROPERTY - AS PER ABOVE.

Dustin L. Sacmans 1/5/14
Commander 2014



Dewey-Humboldt Historical Society

P.O. Box 85, Humboldt Az., 86329

January 27, 2014

To: Town of Dewey-Humboldt
Community Development Department

Attn: Warren Colvin

This letter is regarding the application to place a historic water tank, with a sign painted on it, in the Town of Dewey-Humboldt. On January 9, 2014 a letter (see attached) was sent to abutting property owners within 300 feet of where the tank will be located. All owners were invited to a meeting on January 16th to be held at the Dewey-Humboldt Museum. The meeting was to discuss any questions regarding the tank. No one showed up at the meeting.

On January 18th, I was contacted by a Mr. William Lacey who owns property at the corner of 3rd Street and Highway 69. He was in favor of placing the tank on the American Legion property but he wanted to know what it would look like. I mailed him a rendering of the proposed tank and the details about where it would be located

Sincerely, Carl Marsee, Chairman of the Board
Dewey-Humboldt Historical Society

Dewey-Humboldt Historical Society

P.O. Box 85, Humboldt, Arizona, 86329

January 9, 2014

To: Specific Humboldt property owners:

The Dewey-Humboldt Historical Society has secured permission from The American Legion – Post 78 to place an empty water tank on their property overlooking Highway #69. The tank will have a sign painted on it showing the turnoff to the Dewey-Humboldt Museum located on Main Street in Humboldt. The tank will be located about fifty yards south of the legion hall. As part of the planning process, this letter is intended to do the following:

1. To formally notify the citizens of our intentions.
2. To invite anyone who might have concerns that the tank might have a negative impact on the community to meet with us. The meeting is to discuss our intentions and to express any concerns.
3. To insure that the property owners in the area have ample opportunity to learn about the proposal, to meet with us, discuss our intentions and express concerns.
4. To facilitate communication between the Historical Society, interested citizens, property owners town staff, and elected officials.

A public meeting to discuss the proposed placement of the tank will be held at the Museum at 12925 East Main Street in downtown Humboldt at 7:00 p.m. on Thursday, January 16, 2014. If further public dialogue is desired, a second meeting will be scheduled at that time.

Owners of property within 300 feet of the proposed location of the tank will be mailed a copy of this letter as an invitation to attend. All interested citizens are encouraged to attend. Anyone with questions may call the number given below.

Sincerely,

Carl A. Marsee

Chairman, Dewey-Humboldt Historical Society 928-499-0445

Warren Colvin

From: Michael Heedy <MHeedy@azdot.gov>
Sent: Wednesday, February 26, 2014 3:36 PM
To: Warren Colvin
Subject: Dewey-Humboldt Historical Society sign

Warren,

As we discussed, the Department of Transportation has issued an Arizona Outdoor Advertising permit to the Dewey-Humboldt Historical Society for an off-premise advertising sign on SR 69 at milepost 278.70.

If you should have any questions, please contact me at 602-615-9605

Mike Heedy
Consultant, Maintenance Permits Services

1739 W. Jackson, Modular D

Phoenix, AZ 85007

602.712.6911

www.azdot.gov



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Town of Dewey-Humboldt

P.O. Box 69 / 2735 South Highway 69, Suite 10, Humboldt, AZ 86329

PUBLIC HEARINGS NOTICE

The following hearing application shall appear in addition to previously set matters by the

**TOWN OF DEWEY-HUMBOLDT PLANNING & ZONING ADVISORY COMMISSION
ON MARCH 6, 2014 AT 6:00 PM
AND
DEWEY-HUMBOLDT TOWN COUNCIL
ON MARCH 18 AT 6:30 PM**

Hearings will be conducted at Town Hall, 2735 South Highway 69, Suite 10,
Humboldt, Arizona 86329

PUBLIC HEARING ITEMS:

ITEM: APPLICATION FOR A USE PERMIT

Planning & Zoning Case Number: UP2014-1

APN: 402-08-049G

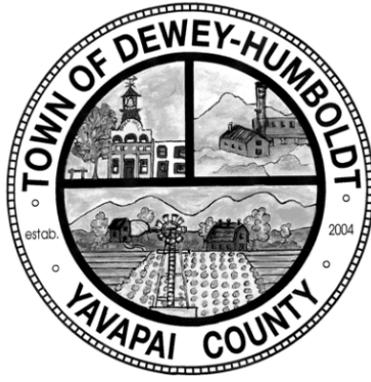
Address: 12470 E. Legionnaire Way

Applicant: Dewey-Humboldt Historical Society
12925 E. Main Street
Humboldt, AZ 86329

Request: Use Permit to install an off-premise sign and
requesting a waiver from 200' setback to
Residential Zoned District.

Notes: Sign drawing and site map can be reviewed at
Town Hall.

NOTICE TO THE PUBLIC: Property owners may submit letters in support or opposition of a Public Hearing Item by directing written correspondence to the Town of Dewey-Humboldt, PO Box 69, Humboldt, Arizona 86329. For more information, contact Dewey-Humboldt Town Clerk, Judy Morgan, at (928) 632-8562/Fax 928-632-7365



Public Notice

Planning and Zoning Advisory Commission

Use Permit # UP2014-1

APN's: 402-08-049G

Property Address: 12470 E. Legionnaire Way

Applicant: Dewey-Humboldt Historical
Society

Request: Use Permit for off-premise
signage.

NOTICE TO THE PUBLIC: Property owners may submit letters in support or opposition of a Use Permit Request by directing written correspondence to:

Town of Dewey-Humboldt
Planning and Zoning Advisory Commission
PO Box 69
Humboldt, AZ 86329

Note: Letters must include name and address of person submitting the appeal and reasons why the applicant does not meet the Use Permit criteria.

NOTICE TO THE PUBLIC: Planning and Zoning Advisory
Commission Public Hearing

Address: 2735 South Hwy 69, Suite 10
Humboldt, AZ 86329

Date: March 6, 2014

Time: 6:00 p.m.

For more information regarding protests and application specifics, contact Town Clerk, Judy Morgan, at (928) 632-8562.

