

"HUB OF THE SOUTHWEST"

465 1st Avenue
P.O. Box 970
Holbrook, AZ 86025

OUR MISSION

City of Holbrook Government exists to provide ethical and responsible local government.

AGENDA

Regular City Council Meeting
6:00 p.m. February 23, 2023

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
February 9, 2023 Tab 1
5. CALL TO THE PUBLIC FOR NON-AGENDA ITEMS:
*Three-minute time limit per individual.
6. CALL TO THE PUBLIC FOR AGENDA ITEMS:
*Five-minute time limit per individual.
7. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):
 - a. Ordinance 23-01 - 1st reading: An ordinance regarding allowing residential units in commercial zones. Tab 2
 - b. Ordinance 23-02 - 1st reading: An ordinance regarding Residential Care Services in the Commercial zones. Tab 3
 - c. Planning and Zoning Commission member appointment. Tab 4
 - d. Council Best Practices and Open Meeting Law - Tom Belshe.
8. SUMMARY OF CURRENT EVENTS:
Mayor:
Council Members:
City Manager:
9. **SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA:
10. ADJOURNMENT

Posted on the 21st day of February 2023.



Lisa Hunt, City Clerk

*Individuals must submit a "Request to Address City Council" form to the City Clerk prior to the start of the meeting.

Anyone may address the City Council on any issue within the jurisdiction of the Council. City Council may generally not discuss items that are not specifically identified on the agenda, except in certain circumstances. Therefore, pursuant to A.R.S. § 38-431.01 (H), action taken as a result of public comment will be limited to directing City staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Items on the agenda will not be heard or discussed in Call to the Public. Video or audio tapes or other overhead visual aids may not be presented during these public appearances. All speakers should begin their remarks by stating their name and address for the record.

**Any citizen of the City may appear before the Council at any regular meeting and present a written petition. Such petitions shall be considered, and response given within 31 days in conformity with the requirements of the Charter, the Open Meeting Law, and other statutory and constitutional provisions per Holbrook City Charter Article II, Section 2.18.

Unauthorized remarks from the audience, clapping, stomping of feet, yelling or any similar demonstrations are also prohibited. Violations of these rules may result in removal from the meeting. Individual members of the public body may respond to comments made by others who have addressed the public body.

The Holbrook City Council may discuss or take legal action on any item listed on the Agenda.

Pursuant to ARS 38-431.02, notice is hereby given to the Holbrook City Council, and to the General public that a meeting, which is open to the public, will be held on above-mentioned date, in the City Council Chambers, at 465 First Avenue, Holbrook, Arizona. Members of the City Council may choose to participate in this meeting telephonically. The City Council may adjourn into executive session, which will not be open to the public, to discuss any matter listed on the agenda in accordance with A.R.S. 38-431.03. The Holbrook City Council may vote to hold an executive session for the purpose of obtaining legal advice from the Council's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

Electronic versions of this agenda can be found at www.holbrookaz.gov.

MINUTES OF THE REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
February 9, 2023

CALL TO ORDER: Mayor Smith called the meeting to order at 6:00 p.m.

ROLL CALL: Mayor Kathleen Smith, Vice Mayor Francie Payne, Councilmembers Robert Black, Tim Dixon, and Karina Pack appeared in Council Chambers. Councilmembers Mike Nilsson participated via conference call. Councilmember Arcenia Pacheco was excused.

CITY STAFF: City Manager Ted Soltis and City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Vice Mayor Payne. The Invocation was given by Kenneth Clay of Faith Assembly of God.

CONSENT AGENDA:

January 23, 2023, Regular Meeting minutes.

January 23, 2023, Work Session minutes

MOTION: Vice Mayor Payne

SECONDED: Councilmember Dixon

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

NEW BUSINESS:

- a. Just Energy Transition Center – Amanda Ormond: Amanda Ormond shared information on ASU’s Just Energy Transition Center about the impacts of coal plant closures in Northern Arizona Communities. Councilmembers ask questions. Ms. Ormond answered and called on Janet Dean from APS, who was in the audience, to help with some of the questions.

SUMMARY OF CURRENT EVENTS-MAYOR:

-Mayor Smith shared that the Chamber of Commerce Awards Banquet will be held next week. She then passed out a proposed timeline for the General Plan 2023 update. Mayor Smith encouraged everyone to support the HHS Booster Club Fundraiser Luau that will be held tomorrow night at 6:00 p.m. at the Wayside Café.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

-Vice Mayor Payne attended the Hashknife sendoff dinner. She commented that she loves the Hashknife Statue.

-Councilmember Black rode with the Hashknife Posse.

-Councilmember Pack shared that there is a boy’s wrestling event on Saturday in Winslow. She stated that many citizens have told her how much they like the Hashknife statue, but they think that it should be lighted.

-Councilmember Dixon did not have a report.

-Councilmember Nilsson gave kudos to the Hashknife Posse. He added that he loves the Hashknife statue.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

-City Manager Soltis attended the ACMA (Arizona City County Manager Association) conference in Sedona. It was a good opportunity to meet with colleagues and to attend various lectures where ideas are shared on how we can improve our communities.

-He attended the Hashknife festivities: the parade, and statue unveiling. He thanked all of those who made these events possible. He added that we are very fortunate to have the Hashknife Posse in our community.

-Mr. Soltis attended the NACOG Economic Development Council meeting. They discussed a variety of topics.

-The Navajo County Public Health Department is conducting a Community Health Assessment survey. They encourage residents to apply. There is a survey link on the City website at holbrookaz.gov.

-The City of Holbrook is advertising for a part-time Code Compliance Officer. Applications are available at City Hall. The deadline is February 16, 2023.

-The City Council's next work session is scheduled for February 23rd. The Brownfields Area Wide Plan will be discussed. Dave Laney and Ryan Givens, from Stantec will be presenting.

SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA: None

ADJOURNMENT:

MOTION: Councilmember Black

SECONDED: Councilmember Pack

MOTION CARRIED

Meeting adjourned at 7:04 p.m.

I hereby certify that the forgoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Holbrook City Council held on February 9, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Lisa Hunt, City Clerk

PASSED, APPROVED AND ADOPTED this 23rd day of February 2023.

Kathleen Smith, Mayor

ORDINANCE 23-01

AN ORDINANCE OF THE CITY OF HOLBROOK, ARIZONA, REGARDING ALLOWING RESIDENTIAL UNITS IN COMMERCIAL ZONES

WHEREAS, people are moving to Holbrook creating a scarcity of housing; and

WHEREAS, housing costs continue to rise; and

WHEREAS, although residential units are allowed in the RRC-1 Railroad District Commercial Zone, they are not allowed in the C-1 Neighborhood Commercial or C-2 General Commercial zones; and

WHEREAS, allowing residential units in all commercial zones will offer an option for those who are unable to find housing or may not be able to afford a single-family home; and

WHEREAS, it is the desire of the City Council to increase the availability of housing by allowing residential units in all commercial zones.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK:

SECTION 1: Holbrook City Code section 6-1-14 C-1 Neighborhood Commercial Zone C. Conditional Uses is modified by adding Residential units above commercial buildings.

SECTION 2: Holbrook City Code section 6-1-15 C-2 General Commercial Zone C. Conditional Uses is modified by adding Residential units above commercial buildings.

SECTION 3: The City Manager is authorized to carry out the terms of this Ordinance.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, this March 9, 2023.

APPROVED/EXECUTED:

APPROVED AS TO FORM:

Kathleen Smith, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, City Clerk

ORDINANCE 23-02

AN ORDINANCE OF THE CITY OF HOLBROOK, ARIZONA, REGARDING RESIDENTIAL CARE SERVICES IN THE COMMERCIAL ZONES

WHEREAS, Holbrook City Code section 6-1-14 C-1 Neighborhood Commercial Zone, lists Residential care services as a Principal Permitted Use; and

WHEREAS, Holbrook City Code section 6-1-15 C-2 General Commercial Zone B.28 allows for any principal use permitted in C-1 Commercial Zone; and

WHEREAS, Holbrook City Code section 6-2-1 General Regulations Y. Residential Care Service Criteria 3 is arguably inconsistent with Principal Permitted Uses by requiring a Conditional Use Permit; and

WHEREAS, it is the desire of the City Council to remove this contradiction and replace it with clear and concise language.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK:

SECTION 1: Holbrook City Code is modified as follows:

By removing “Residential care services” from 6-1-14 C-1 Neighborhood Commercial Zone B. Principle Permitted Uses.

By adding “Residential Care Services meeting the criteria in Article 6-2-1, subsection Y” to 6-1-14 C-1 Neighborhood Commercial Zone C. Conditional Uses.

By adding “Residential Care Services meeting the criteria in Article 6-2-1, subsection Y” to 6-1-15 C-2 General Commercial Zone C. Conditional Uses.

SECTION 2: The City Manager is authorized to carry out the terms of this Ordinance.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, this March 9, 2023.

APPROVED/EXECUTED:

APPROVED AS TO FORM:

Kathleen Smith, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, City Clerk

**City of Holbrook
Council Action Form**

Meeting Date: February 23, 2023

Tab: _____

To: Mayor and City Council

From: Mike Young

Subject: Planning and Zoning Commission Member Appointment

Discussion: The Planning and Zoning Commission is composed of five members. Presently there are only four members with one vacancy. The term of the vacant position, held by David Smith, expired October 15, 2022.


The vacancy was advertised in the newspaper. Two individuals applied for the position. Per City Code, to qualify members must be residents. Both applicants are residents. However, one of the applicants withdrew. The remaining applicant is David Smith.

Per City Charter, Section 2.07: Qualification of Mayor and Council (d) Appointments, "The Mayor shall appoint members to various committees, boards and commissions after due official notice to the public and with the consent of Council."

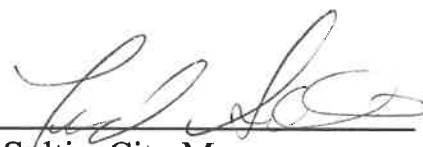
Fiscal Impact: N/A

Recommendation: To prevent the appearance of impropriety, Mayor Smith should recuse herself from appointing a Planning and Zoning Commission member as one of the applicants is her husband. The Vice Mayor should make the appointment.

Submitted by: _____


Mike Young, Planning and Zoning Administrator

Approved by: _____


Ted Soltis, City Manager

RECEIVED
FEB 02 2023

BY: *SH*

January 31, 2023

Dear Holbrook City Council and Planning & Zoning Board,

I would like to express my interest in continuing to serve on the Holbrook Planning and Zoning Board. I have served on this board since May of 2021. spent my career in the construction industry and since I have moved to Holbrook nearly 10 years ago I have had a strong interest in community development and in planning and developing Holbrook into a place that is attractive to industry, retail, and residents. I would like to show my commitment to Holbrook by continuing to serve on this board. I can be reached at 480-215-2338 for any questions.

Sincerely,

David A. Smith

David Smith



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465 1st Avenue
P.O. Box 970
Holbrook, AZ 86025

OUR MISSION

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AGENDA

Work Session

6:30 p.m. February 23, 2023

1. Call to Order:
2. Roll Call:
3. Brownfields Area Wide Plan: Dave Laney and Ryan Givens (Stantec).

Posted on the 21st day of February 2023.



Lisa Hunt, City Clerk