

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. March 9, 2023

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA: Tab 1
February 23, 2023 Regular Meeting
February 23, 2023 Work Session
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. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION):
 - a. Ordinance 23-01 - 2nd and final reading: An ordinance regarding allowing residential units in commercial zones. Tab 2
 - b. Ordinance 23-02 - 2nd and final reading: An ordinance regarding Residential Care Services in the commercial zones. Tab 3
8. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):
 - a. Council Best Practices and Open Meeting Law - Tom Belshe.
 - b. Review of Open Meeting and Agenda procedures and policies - Mayor Smith.
 - c. General Plan: Public Participation Plan and Policy - Mayor Smith. Tab 4
9. **SUMMARY OF CURRENT EVENTS:
Mayor:
Council Members:
City Manager:
10. ***SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA:
11. ADJOURNMENT

Posted on the 7th day of March 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.

**This portion of the agenda is for the Mayor, City Council, and the City Manager to provide a brief summary of current events. The public body does not propose, discuss, or take legal action on any matter brought up during this summary.

***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 23, 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, Mike Nilsson, Arcenia Pacheco, and Karina Pack appeared in Council Chambers.

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

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

CONSENT AGENDA:

February 9, 2023, Regular Meeting minutes.

MOTION: Councilmember Dixon

SECONDED: Vice Mayor Payne

MOTION CARRIED

CALL THE PUBLIC FOR NON-AGENDA ITEMS: David Newlin talked about economic development in the City. (His speech took place just prior to Adjournment)

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

NEW BUSINESS:

- a. Ordinance 23-01 – 1st Reading: An ordinance regarding allowing residential units in commercial zones. Mayor Smith read the ordinance in its entirety. Discussion was held.
- b. Ordinance 23-02 – 1st Reading: An ordinance regarding Residential Care Services in the commercial zones. Mayor Smith read the ordinance in its entirety. Discussion was held.
- c. Planning and Zoning Commission member appointment: Mayor Smith recused herself due to a conflict. Vice Mayor Payne appointed David Smith to the Planning and Zoning Commission position with the consent of the Council.
- d. Council Best Practices and Open Meeting Law - Tom Belshe. Due to weather issues, Mr. Belshe was unable to travel to Holbrook.

SUMMARY OF CURRENT EVENTS-MAYOR:

-Mayor Smith gave a shout out to the Holbrook Police Department for their dedication during the last two weeks of having trucks from I-40 in town during the weather-related interstate closures.

She thanked the Chamber of Commerce for a great Awards Banquet and congratulated the winners of each division.

Mayor Smith also gave a shout out to the Boys' Basketball team for having a great season.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

-Vice Mayor Payne shared that in the month of March, the Petrified Forest has many hiking activities scheduled.

-Councilmember Pack shared that Holbrook wrestling took 3rd in State.

-Councilmember Dixon- No report.

-Councilmember Nilsson shared that he attended the NACOG Meeting (via zoom).

-Councilmember Pacheco- No report.

-Councilmember Black started to discuss non-current event topics. Point of order was called. He had no current events to report.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

-City Manager Soltis stated that Councilmember Black asked him to provide an update on the cemetery. The City Manager noted that the cemetery wall is budgeted to be painted. As noted in his periodic updates, staff plan to paint the cemetery wall when more favorable weather permits. He added that no new gates will be added to the new section of the cemetery. All the spaces in the new section, like the old sections, have been dedicated to burial plots. The problem is that the number of burials has increased dramatically, which means more impact. If the trend continues, the City will be out of plots within the next three to four years.

-A Code Compliance Officer has been hired. Her name is Barbara Blyth. An office has been set up for her use. Her start day is Monday.

-Councilmember Black asked Mr. Soltis to provide an update on the Police Department recruitment. The chief has complete support for his department. Officer positions are budgeted. He is doing his best to recruit new officers. He has plans to update the Police Department web page to add hiring information.

-Councilmember Black also asked Mr. Soltis to provide an update on streets. Mr. Soltis shared that the City has a 5-year streets plan. The plan was made in 2018 before his arrival. Unfortunately, the City did not have the money or equipment necessary to start the plan when he arrived. He stated that once he started his job here, he prioritized the streets. Unfortunately, the asphalt streets had been completely neglected for many years. The equipment was very old and often broke down. He immediately started a pavement preservation program with annual crack sealing. As discussed in his reports, fog, slurry, and chip sealing will be budgeted depending on the road conditions. One of the items that prevented this from happening in the past is that the City did not have an operating street sweeper, but now it does. Following slurry and/or chip sealing the City will be responsible for sweeping the streets. The other problem was the lack of funding. The City has been saving money since he arrived so that larger projects can be accomplished as it is difficult to get contractors for small projects. Additionally, the larger the project the less waste on mobilization.

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

ADJOURNMENT:

MOTION: Councilmember Pack

SECONDED: Councilmember Nilsson

MOTION CARRIED

Meeting adjourned at 6:37 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 23, 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 9th day of March 2023.

Kathleen Smith, Mayor

MINUTES OF THE WORK SESSION
OF THE HOLBROOK CITY COUNCIL HELD ON
February 23, 2023

CALL TO ORDER: Mayor Smith called the meeting to order at 6:45 p.m.

ROLL CALL: Mayor Kathleen Smith, Vice Mayor Francie Payne, Councilmembers Robert Black, Tim Dixon, Mike Nilsson, Arcenia Pacheco, and Karina Pack.

CITY STAFF: City Manager Ted Soltis

Brownfields Area Wide Plan: Dave Laney and Ryan Givens (Stantec):

Ryan Givens presented the following Brownfields Area-Wide Plan topics: project background, focus area, objectives, brownfield definition, 2007 strategic plan key strategies, participant feedback, Chamber Round Table meeting, and a working group meeting. He then held the following Council discussion: challenges facing downtown, near-term opportunities, desires and goals for historic railroad area, role of housing, and project expectations/outcomes. Finally, he answered questions and gathered input.

ADJOURNMENT:

The Work Session adjourned at 7:45 p.m.

I hereby certify that the forgoing minutes are a true and correct copy of the minutes of the Work Session of the Holbrook City Council held on February 23, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Ted Soltis, City Manager

PASSED, APPROVED AND ADOPTED this 9th day of March 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 General Plan – Public Participation Plan/Policy

The Arizona Revised Statutes requires that each municipality adopt a comprehensive, long-range General Plan to guide the community's physical development. The purpose of the General Plan is to:

- Support the community's vision;
- Identify the community's goals and development objectives;
- Serve as a policy guide for local decision-makers; and
- Fulfill state legal requirements.

The City of Holbrook General Plan serves as a guide for the City's policy makers to create a sustainable community with future growth.

In May 2000, the Growing Smarter legislation further created requirements for a detailed framework for the land-planning process in cities and counties within the State of Arizona. The City of Holbrook General Plan must meet the Growing Smarter and Growing Smarter Plus requirements as outlined in Arizona Revised Statutes.

ARS 9-461.06 requires municipalities to adopt written procedures to provide effective, early and continuous public participation in the development and major amendment processes of General Plans from all geographic, ethnic and economic areas of the municipality.

Additionally, ARS 9-461.06 requires municipalities to adopt written procedures that provide for:

- The broad distribution of the update or amendments.
- The opportunity for written comments.
- Public hearings after effective notice.
- Open discussions and communications with consideration of public comments.

It also requires municipalities to consult with, advise and provide an opportunity for official comment by public officials and agencies, the County, school districts, associations of governments, public land management agencies, other government jurisdictions, public utility companies, civic and professional organizations, property owners and citizens to ensure coordination of the proposed plan to properly locate sites for all public purposes in the General Plan.

This Public Participation Plan provides those requirements of the Growing Smarter and Growing Smarter Plus Acts.

Public Participation Plan Organization

The City of Holbrook General Plan will be created under the direction of the City of Holbrook Mayor and Council, City's Management Team, the City of Holbrook Planning and Zoning Commission and City staff, in partnership with the General Plan Management Team who will be directly responsible for overseeing and managing the General Plan effort, facilitating public input and developing the Plan's content. The following groups will play significant roles guiding the creation of the General Plan:

- Residents;
- Land Owners;
- Elected Officials (local & regional);
- City Staff;
- Major Employers and Business Owners;
- Civic Organizations;
- Chambers of Commerce; and
- Other Stakeholders.

Additionally, the public involvement process will include an appointed General Plan Management Team and Stakeholder Team.

General Plan Management Team and Stakeholder Team Meetings will include:

- Overview and Summary of Findings of the Visioning Exercises, Community Surveys, and Background and Existing Conditions Reports;
- Various Project Presentations;
- Questions and Answers;
- Visioning Sessions.

Stakeholders will have the opportunity to review and comment on findings, make informed decisions, and provide input throughout the different phases of the General Plan at major project milestones. In addition, all stakeholders will have the opportunity to provide additional input during public hearings in front of the Planning and Zoning Commission and the City of Holbrook Mayor and Council.

Youth, homebound seniors, younger families and non-English speakers are usually less likely to attend organized meetings for a variety of valid reasons. Responding to the needs of these populations, the General Planning Team and City ambassadors will do outreach to these groups in appropriate ways by attending and participating in community events, through electronic communication, and attendances at requested meetings and events when possible.

Major Public and Private Landowners

Major landowners including but not limited to: the Arizona State Land Department, Holbrook Unified School District #3, Navajo County, Northland Pioneer College, and other jurisdictions owning land in the City of Holbrook, and owners of large tracts of land will have opportunities to provide comment and review at all stages of the planning process.

Alignment of planning efforts is key to preparing a General Plan that works for the City and can be successfully implemented. City Staff will offer to meet with all municipal, County, and special district jurisdictions receiving City services. Police, Fire districts, and school districts will be invited at key points in the planning process to discuss various aspects of the General Plan, solicit input, and coordinate with their planning efforts.

All pertinent agencies and jurisdictions will be formally invited to provide additional input during the required 60-day review prior to the Public Hearing phase of the project.

The City will, as required by state law, inform known sand and gravel mine owners of its planning process and invite them to participate in the planning process as major employers.

Public Service Providers

Physical infrastructure, fire, police and emergency services, public and private utilities and any other service providers will have opportunities to provide comment and review at all stages of the public planning process.

Stakeholder Team List

The Mayor, Council members and City staff will compile a list of stakeholders, both external and internal. The City staff and the General Plan Project Management team will work together to contact stakeholders and groups regarding General Plan events or public meetings. Stakeholder management will primarily be the responsibility of the General Plan Project Management Team.

Public Events

The General Plan Project Management Team shall provide a minimum of one public event to present and inform the public about the General Plan and seek comment and input.

Project Teams

General Plan Project Management Team

The General Plan Project Management Team includes:

- Mayor
- Up to 2 additional council members
- City Staff representative(s)
- Planning & Zoning Commission Representative
- Three citizens appointed by the Mayor

The General Plan Project Management Team will meet on a regular basis (a minimum of 1 monthly meeting or virtual call) to monitor General Plan progress, identify issues associated with the Plan progress, and ensure that project goals, timelines and deliverables are addressed correctly to ensure meeting the project deadline.

The Stakeholder Team

The Stakeholder Team provides guidance and technical advice to the General Plan Project Management Team. The Stakeholder Team will at a minimum, be comprised of, Holbrook City Mayor, one councilmember, one member of the Planning and Zoning Commission, key administrators and City department directors or managers who will have direct responsibility for ultimately implementing the General Plan once adopted. This Team will meet at key stages of the planning process to provide guidance to the Project Management Team and review draft documents before they are presented to the Public for review.

The Stakeholder Team is expected to actively engage in the creation of the Plan and identify strategies and policies to be included in the Plan. A minimum of four meetings during the lifespan of the General Plan process are anticipated with a minimum of one being in person. Individual meetings with department directors and managers who may or may not be on the General Plan Management Project Team will also take place as necessary.

The Stakeholder Team shall be appointed by City Council and invite 1 representative from:

- City of Holbrook Planning and Zoning Commission
- Adjacent Nearby Jurisdictions (i.e. Sun Valley, McLaws Rd)
- Arizona Department of Transportation (ADOT)
- Holbrook Unified School District
- Northland Pioneer College
- Holbrook Chamber of Commerce
- Holbrook Parks & Rec Department
- Real AZ Corridor
- Holbrook Public Library
- Apache Railway Company
- BNSF Railway
- Utilities
- Healthcare
- Public Land Owners (BLM, State Land Department, etc.)
- City staff from the various departments (police, fire, public works, etc.).
- Any other representative acting in a technical advisor capacity within the City or region.

Consultant Team

If needed, consideration for the hiring of a consultant team will be discussed.

City of Holbrook Public Participation Policy

ARS 9-461.06 requires municipalities in the State of Arizona to adopt a public involvement policy to guide the process and amendment of general plans. This policy describes the basic steps that the City of Holbrook (the City) will take to inform residents, business owners, and other stakeholders of updates and amendments to the City of Holbrook General Plan (the General Plan) and to involve them in the general plan planning and decision-making processes.

The process described below details the minimum which will be conducted during the process to ensure public interaction is engaged and received. Additional public engagement methods could be added to the process if more methods appear to be needed to get more effective public responses.

Public Involvement Goals and Policies

GOAL: PROVIDE OPPORTUNITIES FOR EFFECTIVE AND ENGAGED PUBLIC PARTICIPATION THROUGHOUT THE GENERAL PLAN PROCESSES.

Policy 1:

Make reasonable efforts to involve the public and affected entities in the planning process of the General Plan.

IMPLEMENTATION MEASURES

a. Provide public outreach via various media including not but limited to: electronic media, print, public hearings, and in person events.

Policy 2:

Support open communication for comment and review of the General Plan through: public engagement at a local event, elementary or high school engagement, digital engagement through digital review and surveys, and public discussions at the City Planning Commission and City Council during the General Plan process.

IMPLEMENTATION MEASURES

a. Provide public ability to provide comment by contacting City staff and the project team through in person events, e-mail comments, website comments, and mail in comments.

Policy 3:

Provide effective, early and continuous public participation that encourages involvement from all geographic, ethnic and economic areas of the City.

IMPLEMENTATION MEASURES

- a. Form a General Plan Stakeholder Team early in the process to provide regular and ongoing technical support and expertise to the General Plan process.
- b. Invite to the Stakeholder Team representatives from:

- City Departments;
 - Local, regional and state agencies;
 - Adjacent jurisdictions;
 - Other public institutions (such as school districts); and
 - Major Employers and Land Owners
- c. Hold at least four Stakeholder Team meetings during the preparation of the General Plan at major project milestones;
 - d. Seek guidance from the Council and City manager to identify major stakeholders;
 - e. Information posted on the City's web page;
 - f. Information articles in City newsletters or utility bills;
 - g. Press releases to the local press or newsletters of general circulation;
 - h. Attendance to special engagements such as community festivals and events;
 - i. Conduct one public meeting prior to the legislatively required Planning and Zoning Commission and City Council Public Hearings;
 - j. Accept written comments at all public events and public hearings and in advance of the hearing via email or handwritten.

Policy 4:

Provide effective notice of public hearings and meetings regarding the preparation of the General Plan.

IMPLEMENTATION MEASURES

- a. Mail notice of the Planning and Zoning Commission and City Council public hearing as required by State Law to the following:
 1. Arizona Commerce Authority;
 2. Arizona State Land Department;
 3. Adjacent Jurisdictions and Native Tribes;
 4. School Districts;
 5. Public Utility Companies;
 6. Navajo County Public Works Department;
 7. Civic, Educational, Professional and Other Organizations;
 8. Property Owners and Residents; and
 9. Any other entities or individuals that notify the City, in writing, of their desire to be notified about the preparation of the General Plan.

Policy 5:

Distribute the proposed plan draft and maps in viewable and easy to access formats.

IMPLEMENTATION MEASURES

- a. Make digital copies of the plan available to the entities required by State Law and to members of the public who request a copy of the plan as well as on the City website.
- b. Publish at least once notice in a newspaper of general circulation regarding the General Plan details for scheduled public meetings containing the date, time, and location and staff contact information where the public can comment and find more information.
- c. Make available a paper copy for review of the draft plan of the General Plan at City Hall and the local library.

- d. At least sixty (60) days before the General Plan is noticed, the City of Holbrook shall submit a digital copy for review and further comment as part of the required **60-day Agency Review** period to:
 - 1. The Planning & Zoning Division of Navajo County;
 - 2. Adjacent jurisdictions and any nearby Native Tribes;
 - 3. The Arizona Department of Transportation (ADOT);
 - 4. The Arizona State Land Department (ASLD);
 - 5. The Arizona Commerce Authority;
 - 6. The Arizona Department of Water Resources (ADWR); and
 - 7. The Arizona Department of Environmental Quality (ADEQ).
- a. Provide a digital copy to any person or entity that requests in writing to receive a review copy.