



"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

Board of Adjustment
5:30 p.m. May 11, 2023

1. CALL TO ORDER:
2. ROLL CALL:
3. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):
Public Hearing - Appeal of a Planning and Zoning Commission denial of a Conditional Use Permit:
ChangePoint request to convert Howard Johnson, 2608 East Navajo Boulevard, to
Residential Care Services. Tab 1
4. ADJOURNMENT

AGENDA

Regular City Council Meeting
6:00 p.m. May 11, 2023

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA: Tab 2
April 27, 2023 Regular Meeting
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): Tab 3
a. Councilmember resignation.
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 8th day of May 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.

**City of Holbrook
Board of Adjustment Action Form**

Meeting Date: May 11, 2023

Tab: _____

To: Mayor and City Council

From: Michael Young,

Subject: Planning and Zoning Commission appeal: Change Point request to convert Howard Johnson, 2608 Navajo Blvd, to Residential Care Services.

Discussion: On April 6th, the Planning and Zoning Commission denied a request by Change Point to convert the Howard Johnson motel to a Residential Care Services facility.

At a public hearing, neighboring property owners objected expressing concern that the facility would depreciate the value of their property. Planning and Zoning Commission members felt it would be more appropriate to locate the facility elsewhere.

Fiscal Impact: Converting the motel to a Residential Care Services facility will result in a decrease of tax revenue.

Recommendation: Support the Planning and Zoning Commission's decision to deny approval.

Submitted by: 

Michael Young, Planning and Zoning Administrator

Approved by: 

Ted Soltis, City Manager

**City of Holbrook
Conditional Use Permit**

Name: Christine Klisares, ChangePoint Integrated Health

Phone: 928-537-2951

Email: cklisares@mychangeoint.org

Address: 2500 Show Low Lake Road, Show Low, AZ 85901

Site Address: 2604 East Navajo Boulevard

Parcel No. 109-24-057

Zone: C-2 General Commercial

Conditional Use Requested: Convert Howard Johnson to Residential Care Services


Applicant Signature

2/15/23
Date

Holbrook City Code 6-1-3: Conditional Use means a use that is allowable in a zone subject to approval by the Planning and Zoning Commission as a result of the Conditional Use Permit Process, and is subject to special requirement, different from those usual requirements for the zone in which the conditional use may be located. All Conditional Use Permits may be audited on an annual basis by the Planning & Zoning Commission for possible revocation if conditions are not adhered to.

Official Use Only

Fee: \$80.00

Date Paid: waved

Is the requested Conditional Use allowed in the applicable zone?

Yes No

If yes, City Code Article: 6-1-14, B.7

Is the required site plan attached per City Code 6-2-1.CC?

Yes No

Landowners within three (300) feet were notified.

Yes No

Letter Date: 2-21-2023

Public Hearing was published at least fifteen days prior to meeting.

Yes No

Publication Date: 3-15-2023

Meeting Date: 4-6-2023

Approved Denied

Permit Conditions: _____

7. Liquids and soils waste: No wastes shall be discharged in the streets, drainage ways, public sewage system or on any property, which is dangerous to the public health and safety.
- X. Rear Dwelling Restricted. In any residential zone, no lot shall contain any building used as a residence unless such lot abuts for at least twelve (12) feet on at least one (1) street, or unless it has an exclusive unobstructed private easement of access or right-of-way at least twelve (12) feet wide to a street. This is intended to prevent the splitting of lots that creates secondary dwellings/properties whose primary access is an alley.
- Y. Residential Care Service Criteria.
 1. These regulations provide for Residential Care Services in homes and facilities throughout the City, subject to performance criteria. The regulations recognize the rights of the elderly, physically and mentally ill, and the disabled to live in neighborhoods throughout the community.
 - a. All Residential Care Service uses shall comply with the requirements and restrictions set forth in this section, as determined in the regulations for each zone. The specific regulations which apply to Residential Care Service uses within a zoning district, such as the limit on number of residents, shall be determined by the size of the property and the size of the building. Unless otherwise specified in this section, the development criteria, such as setbacks and minimum lot size, are determined by the regulations of the zoning district.
 2. Accessory treatment, including counseling or other types of meetings, is not allowed for nonresidents of the facility.
 3. The use must be authorized by the Planning and Zoning Commission by approval of a Conditional Use Permit. The Commission must find that: Residential Care Services are not concentrated in one area; the design and appearance of the facility is compatible with the residential character of the neighborhood; and the number of clients is appropriate for the location, given the size of the property, the size of the building, the number of staff members and the nature of the service provided.
 4. If licensing is required by the State of Arizona for the use, proof of such license shall be provided to the Community Development Department.
- Z. Restoring Unsafe Buildings. Nothing in this article shall prevent the strengthening or restoring to a safe condition of any part of any building or structure declared unsafe by the Building Inspector, or from complying with the lawful requirements.
- AA. Satellite Dishes. Satellite dishes shall conform to the accessory structure requirements according to Article 6-2-1, subsection B, and any standards set forth in the zone in which the satellite dish is located.
- BB. Access to Incidental Solar Energy. Shadows cast from any proposed multi-story structure shall be taken into consideration as to their effect on adjacent properties. Where such shadows adversely affect solar energy systems between the hours of 9:00 a.m. and 3:00 p.m., a site plan shall show that the multi-story structure has been reoriented on the site to mitigate this effect or that other measures have been taken so as to minimize the adverse effects of the shading. Please refer to A.R.S. Title 9 for additional regulation of solar energy access.

**MINUTES OF THE REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
April 27, 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, Karina Pack, and Arcenia Pacheco appeared in Council Chambers.

CITY STAFF: City Manager Ted Soltis, Code Compliance Officer Barbara Blythe, and City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Black. The Invocation was given by Kip Myers of Bread of Life Mission.

CONSENT AGENDA:

April 13, 2023, Regular Meeting 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. Zoning Change: Kevin Clancey, FTMSNYC LLC, DBA Veterans Services USA, Parcel 109-18-088, located at 700 – 720 N. Navajo Boulevard; change from C-2 General Commercial to R-C Residential Commercial. Discussion was led by Mayor Smith.

MOTION: Councilmember Dixon. Approve the Zone Change that was recommended by the Planning and Zoning Commission with the condition that electrical, plumbing and fire be updated within four years, with the option to extend the time period, if needed.

SECONDED: Councilmember Pacheco

ROLL CALL VOTE: Councilmember Black “Nay”, Councilmember Dixon “Aye”, Councilmember Nilsson “Aye”, Councilmember Pacheco “Aye”, Councilmember Pack “Aye”, Vice Mayor Payne “Aye”, Mayor Smith “Nay”.

MOTION CARRIED

SUMMARY OF CURRENT EVENTS-MAYOR:

-Mayor Smith thanked the Holbrook Chamber of Commerce for organizing the Clean Up Day Event.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

-Vice Mayor Payne complimented Code Enforcement Officer Barbara Blythe for handling issues at a local motel.

-Councilmember Black - No report.

-Councilmember Pack - No report.

-Councilmember Dixon - No report.

-Councilmember Nilsson attended a NACOG meeting where they discussed, among other issues, the problem with cost-of-living increases not keeping up with inflation. He also shared that unless revenues are raised, Head Start and the Aging programs are in jeopardy. He added that the Senior Center Bingo was a success.

-Councilmember Pacheco shared that the Holbrook Girls team took 3A East Region Champions. She gave a shout out to Brian Reid with Little League. She added that she visited a new business - Puff and Stuff.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

-City Manager Soltis said that an add has been placed in the newspaper and on our website for the Charter Review Committee. The City of Holbrook is accepting letters-of-interest from electors of the City who are interested in being on the Charter Review Committee. Applicant letters are due by May 10, 2023.

-Healthy Holbrook Cleanup Day was this past weekend. He thanked all who assisted with the cleanup, including the Chamber of Commerce for organizing this annual event.

-He noted that ADOT is working on I-40. Expect delays between Joseph City and Holbrook for two weeks starting Monday, April 24. Plan accordingly.

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 April 27, 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 11th day of May 2023.

Kathleen Smith, Mayor

**City of Holbrook
Council Action Form**

Meeting Date: May 11, 2023

Tab: _____

To: Mayor and City Council

From: Ted Soltis

Subject: Council Vacancy

Discussion: Vice Mayor Payne submitted a letter of resignation from the city council effective May 11, 2023. Her term expires in December 2024.

Per City Charter, "Section 2.12. Vacancies in Council and Office of Mayor, (b) In case of vacancy, for whatever reason, in the Council, the remaining members, including the Mayor, shall by majority vote, select a qualified person. The vacancy in the Council shall be filled within 31 days, but not less than 15 days from the date the Council receives notice of vacancy or accepts the resignation of one of its members. The appointed Council Member shall serve until the next general election or until a successor shall have been qualified."

Per City Charter, "Section 2.06. Qualification of Mayor and Council, (b) Council Members, Council Members shall be qualified electors of the City. Council Members shall have physically resided in the City of Holbrook for at least two years preceding the date of such election of appointment. Council Members must reside within city limits during the term in office. If a Council Member shall cease to possess any of these qualifications, except as provided herein, or shall have been convicted of a felony or any offense in violation of official duties, the office shall immediately become vacant. No person is eligible to stand for election or serve as a Council Member while employed by the City."

Fiscal Impact: N/A

Recommendation: Advertise position. Hold interviews and select a new member on June 8th.

Approved by: _____


Ted Soltis, City Manager

May 1, 2023
P.O. Box 202
Holbrook, AZ 86025

Dear mayor and city council members:

Please accept this as my letter of resignation from the city council of the City of Holbrook, Ariz., effective May 11, 2023.

I offer my thanks to the people of Holbrook for the opportunity to serve and learn as a council member over the past eight years. I have served with many good people and cherish the friendships that developed. Thanks also go to the unsung heroes, the city employees.

And special thanks go to the council members and City Manager Ted Soltis who have worked hard over the last few years to move the city into the best position in some time for growth and development. Many sacrifices have been made, but our infrastructure has benefited. We now have clean, updated properties, new equipment, more training opportunities for employees and offer a fair wage with adjustments every year to give our employees every incentive we can to do their best for the city. It hasn't been flashy, but I believe you will see more of the effects in the near future.

Thank you,

A handwritten signature in black ink, appearing to read 'Francie Payne', with a stylized flourish at the end.

Francie Payne
Vice Mayor