

465 1<sup>st</sup> 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  
March 26, 2025, 6:00 p.m.

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:  
None
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. PRESENTATIONS:
  - a. Chamber of Commerce: Cindy Tafoya and Janet Dean
  - b. Navajo County Sheriff's Office: Sheriff David Clouse, Chief Deputy Swanty and Lieutenant Williams
8. PUBLIC HEARING:  
Proposed amendments to The Holbrook Zoning Code, Chapter 6
9. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION):
  - a. Ordinance 25-03: 2<sup>nd</sup> Reading – Amending the Holbrook City Code, Chapter 1 – Administration, Article 1-6: - Boards and Commissions, Section 1-6-1 – Planning and Zoning Commission – Assistant City Manager Randy Sullivan
10. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):
  - a. Ordinance 25-02: 1<sup>st</sup> Reading – An Ordinance of the City of Holbrook, Arizona, amending the Holbrook Zoning Code, Chapter 6 – Planning and Zoning, Article 6-1 – Zoning Ordinance, Section 6-1-3 – Definitions, by adding the definitions “Legal Parking Space” and “Mobile Vending Unit”, and Article 6-2 – General Regulations, Section 6-2-2 – Parking, by adding Section 6-2-2(L) for the regulation of Mobile Vending Unit Parking; Providing for repeal of conflicting ordinances; Providing for severability; and providing for penalties.
11. SUMMARY OF CURRENT EVENTS:  
Mayor:  
Council Members:

Tab 1

Tab 2

City Manager:

12. \*\*SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA

13. EXECUTIVE SESSION:

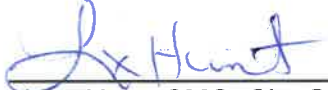
- a. The Mayor and City Council may convene into executive session pursuant to A.R.S. 38-431.03(A)(3) and (4) with City legal counsel for discussion, consultation, and/or instruction on Anil Patel litigation.2

NOTE: The Council may go into Executive Session for the purpose of obtaining legal advice from the City's Attorney(s) on any of the above agenda items pursuant to A.R.S. 38-461.03(A)(3).

14. ADJOURNMENT:

Posted the 21st day of March 2025

Approved by: KS

  
Lisa Hunt, CMC, 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 and time, in the City Council Chambers, at 465 First Avenue, Holbrook, Arizona. Doors open to the City Council Chambers 15 minutes prior to the scheduled start of the meeting for public seating. Members of the City Council may choose to participate in this meeting in person, telephonically or by video communication. 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](http://www.holbrookaz.gov). A final agenda will be available twenty-four hours prior to the meeting in the City Clerk's office, 465 N. 1<sup>st</sup> Ave, Holbrook, AZ 86025.

**ORDINANCE NO. 25-03**

**AN ORDINANCE OF THE CITY OF HOLBROOK, ARIZONA, AMENDING THE HOLBROOK CITY CODE, CHAPTER 1 – ADMINISTRATION, ARTICLE 1-6: – BOARDS AND COMMISSIONS, SECTION 1-6-1 – PLANNING AND ZONING COMMISSION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Holbrook (“City”) is authorized pursuant to Arizona Revised Statutes § 9-801, *et seq.*, to, among other things, adopt and enforce a city code and other related codes; and

**WHEREAS**, the City Council has an abiding interest in protecting the public health, safety, and welfare by establishing requirements related to the establishment of the Planning and Zoning Commission; and

**WHEREAS**, the City has determined it is in the best interest of the City to amend Chapter 1 – Administration, Article 1.6: – Board and Commissions, Section 1-6-1 – Planning and Zoning Commission; and

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Holbrook, Arizona, as follows:

**Section 1: Amended Code.** Chapter 1 – Administration, Article 1.6: – Board and Commissions, Section 1-6-1 – Planning and Zoning Commission of the Holbrook City Code, is hereby amended as follows (deleted text appears in ~~strikeout~~; new text in ALL CAPS):

**CHAPTER 1 – ADMINISTRATION**

\* \* \*

**ARTICLE 1-6: – BOARDS AND COMMISSIONS**

**1-6-1 – Planning and Zoning Commission**

\* \* \*

B. Terms of Office: Members of the Planning and Zoning Commission shall be appointed to staggered, four-year terms. Those office terms begin and expire on October 15, annually. To provide continuity on the board, the first appointments shall be as follows: ~~one (1) member for a one-year term, two (2) members for a two-year term and two (2) members for a three-year term. Thereafter, all appointments shall be for four-year terms.~~ TWO MEMBERS SHALL BEGIN AND END THEIR TERMS ON EVEN NUMBERED YEARS AND THREE MEMBERS SHALL BEGIN AND END TERMS

ON ODD NUMBERED YEARS. Vacancies occurring other than through expiration of the term may be filled for the unexpired portion of the term, or as deemed appropriate by Council.

C. Removal from Office: Members of the Planning and Zoning Commission may be removed from office by a 2/3 majority vote of the Council. A COMMISSIONER MAY BE REMOVED FROM OFFICE BECAUSE THEY MISS A QUARTER OF THE MEETINGS HELD IN A CALENDAR YEAR OR DUE TO THEIR CONDUCT.

D. Compensation: Members of the Planning and Zoning Commission shall serve without compensation, but they may be reimbursed for actual and necessary expenses.

E. ~~Non-participating Members: The City Council shall appoint one (1) member of their body to be a non-participating member of the Planning and Zoning Commission. The non-participating designation is to ensure clear representation of Planning and Zoning decisions to the Council sitting as the Board of Adjustments.~~ NON-VOTING MEMBER: THE CITY COUNCIL SHALL APPOINT ONE ADDITIONAL NON-VOTING MEMBER TO THE PLANNING AND ZONING COMMISSION. THE NON-VOTING MEMBER SHALL BE RESPONSIBLE FOR ADMINISTRATIVE DUTIES INCLUDING MEETING MINUTES AND AGENDAS. AND SHOULD BE A CITY OF HOLBROOK RESIDENT.

\* \* \*

G. Organization and Meetings: The commission shall elect from its membership such officers and prescribe their duties as it deems necessary or convenient. The commission ~~shall~~ SHOULD hold at least one (1) regular meeting each month and ~~shall~~ SHOULD adopt such rules as it deems necessary for the transaction of business. The commission shall keep a record of its resolutions, transactions, findings and determinations, all of which shall be open and available at all times for inspection by the public.

H. All members of the Planning and Zoning Commission shall be residents of the City. If a member ceases to be a resident of the City, ~~the Council may declare the office to be vacant by a majority vote of the Council and~~ THEN the Mayor may appoint a new member with the consent of the Council.

\* \* \*

**Section 2: Providing for Repeal of Conflicting Ordinances.** All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference, are hereby repealed.

**Section 3: Providing for Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**Section 4: Effective Date.** The effective date of this Ordinance shall be 30 days following adoption by the City Council.

APPROVED, PASSED, AND ADOPTED by the Mayor and Council of the City of Holbrook, Arizona, this \_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
Kathleen Smith, Mayor

ATTEST:

By: \_\_\_\_\_  
Lisa Hunt, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Allen Quist, City Attorney  
Pierce Coleman, PLLC

Number of Councilmembers Present: \_\_\_\_\_  
Number of Votes For: \_\_\_\_\_  
Number of Votes Against: \_\_\_\_\_  
Number of Abstentions: \_\_\_\_\_

**CERTIFICATION**

I, LISA HUNT, CITY CLERK, DO HEREBY CERTIFY THAT THE FOREGOING ORDINANCE NUMBER 25-03 WAS DULY PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, AT A REGULAR MEETING HELD ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 2025, AND THAT A QUORUM WAS PRESENT AT THE MEETING, AND THAT A TRUE AND CORRECT COPY OF ORDINANCE NUMBER 25-03 WAS POSTED IN THREE PLACES ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 2025.

\_\_\_\_\_  
Lisa Hunt  
City Clerk

## ORDINANCE NO. 25-02

**AN ORDINANCE OF THE CITY OF HOLBROOK, ARIZONA, AMENDING THE HOLBROOK ZONING CODE, CHAPTER 6 - PLANNING AND ZONING, ARTICLE 6-1 - ZONING ORDINANCE, SECTION 6-1-3 - DEFINITIONS, BY ADDING THE DEFINITIONS “LEGAL PARKING SPACE” AND “MOBILE VENDING UNIT”, AND ARTICLE 6-2 - GENERAL REGULATIONS, SECTION 6-2-2 – PARKING, BY ADDING SECTION 6-2-2(L) FOR THE REGULATION OF MOBILE VENDING UNIT PARKING; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PENALTIES.**

**WHEREAS**, the City of Holbrook (“City”) Zoning Ordinance serves to promote the public health, safety, comfort, convenience and general welfare; and

**WHEREAS**, the City’s Planning and Zoning Commission makes recommendations to the City Council on Zoning Ordinance amendments; and

**WHEREAS**, the City’s Planning and Zoning Commission, after holding a public meeting, is recommending amending Chapter 6 - Planning and Zoning, Article 6-1 - Zoning Ordinance, Section 6-1-3 - Definitions, by adding the definitions “Legal Parking Space” and “Mobile Vending Unit”, and Article 6-2 - General Regulations, Section 6-2-2 – Parking, by adding Section 6-2-2(L) for the regulation of mobile vending unit parking (the “Amendment”); and

**WHEREAS**, it is in the best interest of the City and its citizens to adopt the Amendment, which promotes public health, safety, comfort, convenience and general welfare; and

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Holbrook, Arizona, as follows:

**Section 1: Amended Zoning Ordinance.** Chapter 6 - Planning and Zoning, Article 6-1 - Zoning Ordinance, Section 6-1-3 – Definitions and Article 6-2 - General Regulations, Section 6-2-2 – Parking, are hereby amended as follows (deleted text appears in ~~strikeout~~; new text underlined and **bolded**):

### **CHAPTER 6 – PLANNING AND ZONING**

\* \* \*

### **ARTICLE 6-1: ZONING ORDINANCE**

\* \* \*

### 6-1-3 Definitions

For the purpose of this article, the following words and phrases shall have the following meanings:

\* \* \*

**LEGAL PARKING SPACE means an area designated for vehicle parking in the City right-of-way that may be paved or unpaved and may be delineated by road surface markings. It does not include a parking space in a parking lot on property owned by the City.**

\* \* \*

**MOBILE VENDING UNIT means a vehicle, trailer, or other portable device used to sell goods or services, and includes, but is not limited to, “mobile food units” and “mobile food vendors” as those terms are defined by A.R.S. § 42-6016.**

\* \* \*

## **ARTICLE 6-2: GENERAL REGULATIONS**

\* \* \*

### 6-2-2 Parking

\* \* \*

#### **L. Mobile Vending Unit Parking Restrictions**

1. A mobile vending unit shall not operate in a parking lot owned by the City but may operate in a legal parking space in the City right-of-way. This restriction does not apply to parking stalls in City owned parking lots that the City has specially designated and marked as mobile vendor parking.
2. A mobile vending unit, including any semi-permanent structure used or associated with the mobile vending unit, may use no more than one (1) legal parking space. No part of the mobile vending unit shall obstruct adjacent parking spaces unless part of a permitted event.
3. If there are no other time restrictions on the use of a legal parking space, a mobile vending unit shall not occupy a legal parking space for more than three (3) hours in a twenty-four (24) hour period. If the mobile vending unit is parked in a legal parking space specially designated and marked by the City for mobile vending units, the mobile vending unit may occupy the parking space for up to six (6) hours in a twenty-four (24) hour period. For



- purposes of this subsection, occupy means within one hundred (100) feet of the place in which the mobile vending unit was initially parked.
4. A mobile vending unit shall not claim or attempt to establish any exclusive right to park at a particular street location, unless the parking space is part of a permitted event.

\* \* \*

**Section 2: Providing for Repeal of Conflicting Ordinances.** All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference, are hereby repealed.

**Section 3: Providing for Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**Section 4: Providing for Penalties.** Any person found in violation of any provision of this Ordinance shall be responsible under Section 1-1-11 of the City Code for a class one misdemeanor punishable by a fine of no more than two thousand five hundred dollars (\$2,500.00) or by imprisonment for a term not exceeding six (6) months, or by both such fine and imprisonment.

**Section 5: Effective Date.** The effective date of this Ordinance shall be 30 days following adoption by the City Council.

APPROVED, PASSED, AND ADOPTED by the Mayor and Council of the City of Holbrook, Arizona, this \_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
Kathleen Smith, Mayor

ATTEST:

By: \_\_\_\_\_  
Lisa Hunt, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Allen Quist, City Attorney  
Pierce Coleman, PLLC

Number of Councilmembers Present: \_\_\_\_\_  
Number of Votes For: \_\_\_\_\_

Number of Votes Against: \_\_\_\_\_  
Number of Abstentions: \_\_\_\_\_

CERTIFICATION

I, LISA HUNT, CITY CLERK, DO HEREBY CERTIFY THAT THE FOREGOING ORDINANCE NUMBER [REDACTED] WAS DULY PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, AT A REGULAR MEETING HELD ON THE [REDACTED] DAY OF [REDACTED] 2025, AND THAT A QUORUM WAS PRESENT AT THE MEETING, AND THAT A TRUE AND CORRECT COPY OF ORDINANCE NUMBER [REDACTED] WAS POSTED IN THREE PLACES ON THE [REDACTED] DAY OF [REDACTED] 2025.

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Lisa Hunt  
City Clerk



# Navajo County Sheriff's Office



Sheriff David M. Clouse

# Navajo County Sheriff's Office Partnership

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- Criminal Investigations Unit



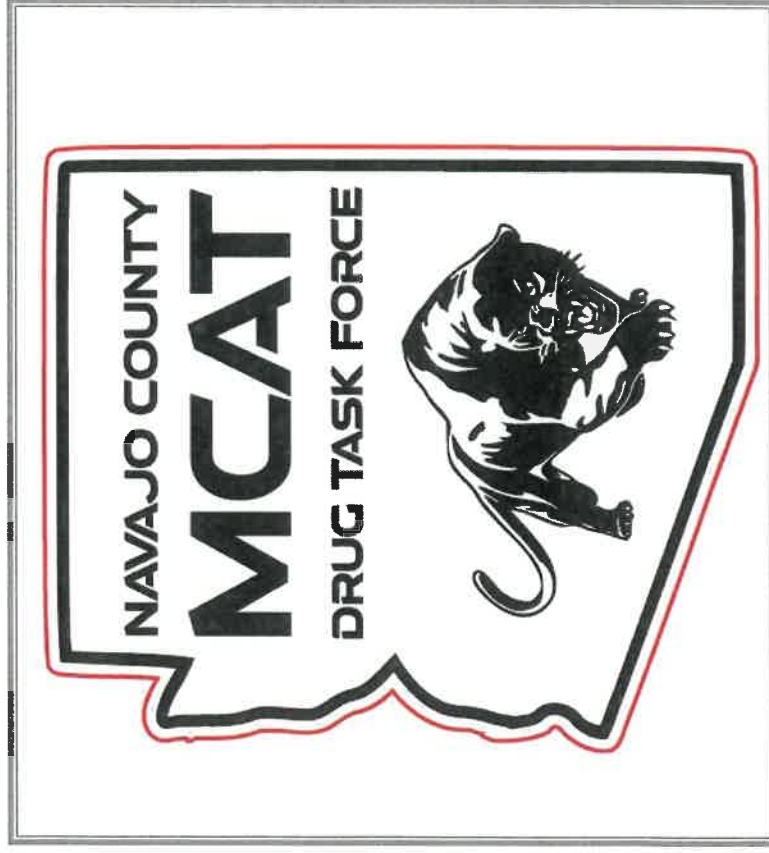
- White Mountain Regional  
Special Response Team



# Navajo County Sheriff's Office Partnership

- Dispatch/Communications
- Major Crimes Apprehension Team





# MCAT

Major Crimes  
Apprehension Team

2024 Year End

# Drug/Currency Seizures

## Navajo County

2023	2024
• Methamphetamine	• Methamphetamine
• Heroin	• Heroin
• Cocaine	• Cocaine
• Marijuana/Wax	• Marijuana/Wax
• Fentanyl pills	• Fentanyl pills
• Fentanyl liquid 117 gallons=442,893 (1ml DU)	• Fentanyl powder
• Fentanyl powder	• US Currency
• US Currency	



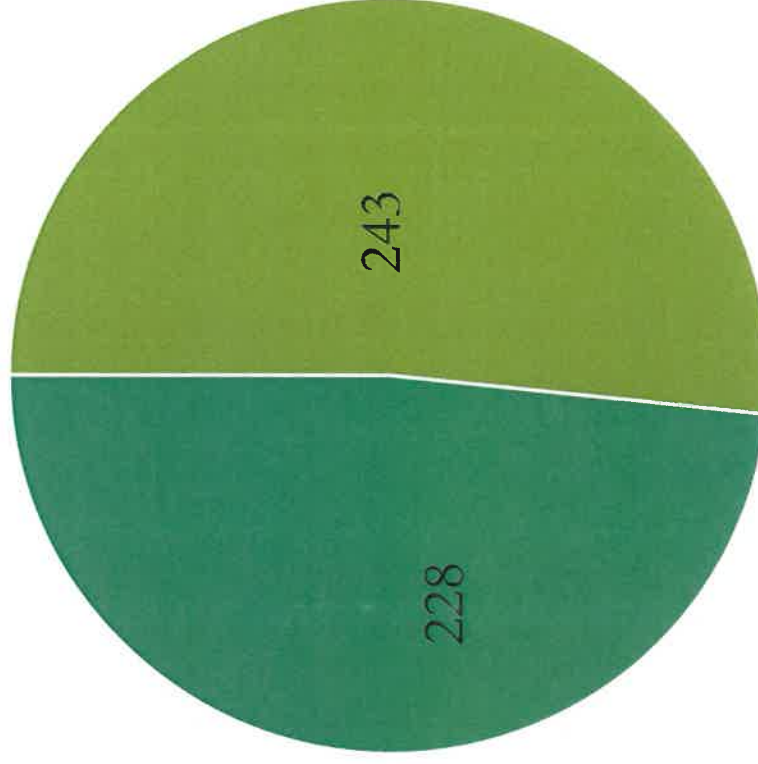
# Proactive Enforcement Successes

## Navajo County

• 2023	• 2024
• Physical arrests	• Physical arrests
243	228
• Agency assists - Total	• Agency assists – Total
298	402
• DTO's	• DTO's
2 closed 3 open	4 closed open 1
• Search Warrants	• Search Warrants
61	69
• Vehicles	• Vehicles
4	17
• Residential	• Residential
11	13



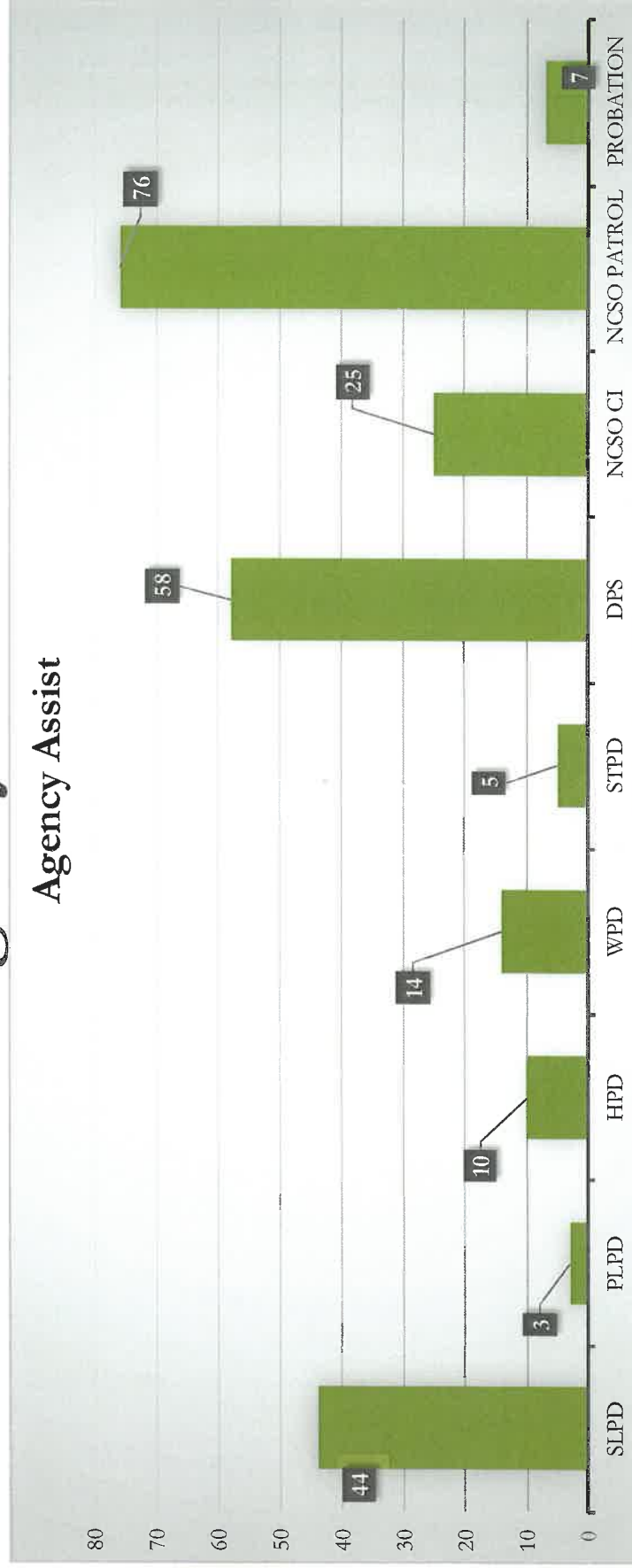
# MCAT Arrests



■ 2023  
■ 2024

# MCAT Agency Assists - 2023

Agency Assist



# MCAT Activity – 2024

- In May, MCAT Detectives with the assistance of Navajo County Criminal Interdiction Unit, Navajo County Patrol, Show Low PD Patrol and AZDPS GIITEM, investigated an individual living near Show Low Middle School suspected in selling and transporting illegal narcotics in the White Mountain area. Detectives were able to conduct a traffic stop on the suspect and seized approximately 7300 Fentanyl pills and one weapon.
- The suspect was sentenced to 7 years intense probation.

# MCAT Activity – 2024

- In April 2024, MCAT Detectives received information from a detective in Louisiana of a suspect in the Snowflake area selling cocaine at the end of March. Detectives initiated an investigation have made four arrests and seized just under a pound of cocaine, \$8700.00 in cash and four weapons.
- The main suspect in this case was sentenced to 3.5 years at AZDOC.
- This case shows the importance of networking and being a participating partner in local and national task force operations.

# MCAT Activity – 2024

- In July, the Criminal Interdiction Unit stopped a white Chevrolet Tahoe on I-40 EB near Sun Valley for a civil traffic violation. During the course of the stop, suspicion of criminal activity was observed. K9 Kilo was deployed and alerted, leading to a probable cause search. The search revealed over 114 pounds of methamphetamine with an estimated street value in excess of \$2 million dollars. A total of three arrests were made and all are pending court proceedings.
- In June, the Criminal Interdiction Unit conducted a vehicle stop on I-40 EB near Holbrook for civil traffic violations. During the course of the stop, suspicion of criminal activity was observed. K9 Zolton was deployed and alerted, revealing a large suitcase full of counterfeit blue M30 fentanyl pills. The total weight of the pills was 82 pounds, (approximately 371,460 individual pills). The estimated street value of the pills is \$1.8 million dollars. The suspect was arrested booked into the Navajo County Jail and is currently pending court proceedings.



# Cocaine DTO



82 lbs fentanyl (372,000 du)  
Street Value \$1.8 million



# July 3, 2024

## 114.4 lbs. of methamphetamine





NAVAJO COUNTY

**MCAT**

DRUG TASK FORCE

