



**CITY OF COTTONWOOD  
BOARD OF ADJUSTMENT  
COUNCIL CHAMBERS**  
826 N. Main St.  
Cottonwood, AZ 86326

**SPECIAL MEETING**  
Thursday, March 5, 2020  
6:00 p.m.

**I. CALL TO ORDER**

**A. Roll Call**

**Members Present:**

Member Joens via conference call  
Member Renard  
Member Pierce  
Member Anderson  
Member Meyers  
Member Makuch

**Members Absent:**

Member Disisto

The Members introduced themselves and spoke about their credentials and experience.

**B. Election of Chair and Vice-Chair**

***Motion to elect Member Makuch for Chair***

***Made by: Member Renard***

***Second: Member Pierce***

***Vote: unanimous***

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*Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.*

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*A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.*

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*Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.*

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*The Cottonwood Council Chambers is accessible to the handicapped in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the Planning Technician at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.*

***Motion to elect Member Renard for Vice Chair***

***Made by: Member Makuch***

***Vote: Unanimous***

**II. INFORMATIONAL REPORTS AND UPDATES: NONE**

**III. CALL TO THE PUBLIC: NONE**

**IV. OLD BUSINESS: NONE**

**V. NEW BUSINESS: NONE**

**VI. DISCUSSION ITEMS:**

**A. Board of Adjustment Responsibilities**

Board meets as needed, such as zoning appeals or variances. Scott Ellis explained that variances are very difficult to get because there are specific standards and theory. Variances have not been issued in a very long time. A variance cannot be for personal gain etc., or the fault of the property owner.

**B. Public Official Handbook Review**

Scott Ellis briefly went over the contents of the handbook. He explained that the details of the City's expectations are located in this handbook.

**C. Open Meeting Law Rules**

Open meeting law was briefly explained by Scott Ellis. He informed the Members that there will be a meeting on March 31<sup>st</sup> at the Riverfront Waterfront Reclamation. A reminder email will be sent out. He explained that using their City email account is the preferred method of contact due to the open meeting law requirements.

**D. Member Handbook Review**

Scott explained that the board will meet twice a year for updates.

**VII. SUGGESTED TOPICS FOR FUTURE MEETINGS: NONE**

**VIII. ADJOURNMENT: 6:25p.m.**

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