



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

**SPECIAL MEETING**  
Wednesday, March 31, 2021  
6:00 p.m.

**I. CALL TO ORDER**

**A. Roll Call**

**Members Present:**

Member Joens  
Member McCall  
Vice Chair Pierce  
Chair Member Renard

**Members Absent:**

Member Meyers

**Staff Members Present:**

Steve Horton, City of Cottonwood Attorney  
Scott Ellis, Community Development Director  
Jim Padgett, Community Development Planner  
Megan Russell, Community Development Administrative Assistant, Recorder

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

Director Ellis introduced staff from the Community Development Department and reminded the Board about using their City of Cottonwood emails for communication.

*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.*

*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.*

*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.*

*The Cottonwood Council Chambers and Community Club House are 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.*

*Members of the Planning Commission will attend either in person or by telephone conference call.*



## B. Election of Chair and Vice-Chair

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

*Made by: Member Pierce*

*Second: Member Joens*

*Vote: Unanimous*

### *Motion to elect Member Pierce for Vice Chair*

*Made by: Member Renard*

*Second: Member Joens*

*Vote: Unanimous*

## I. COMMISSION OVERVIEW WITH CITY ATTORNEY

### A. Board of Adjustment Responsibilities

Board meets on an as needed basis for zoning appeals or variances. There are four criteria for a variance that must be met, staff will send the criteria along with all the other information needed.

### B. Public Official Handbook Review

Director Ellis briefly went over the contents of the handbook.

### C. Open Meeting Law Rules

The City of Cottonwoods Attorney Steve Horton briefly went over Open Meeting Law, topics included types of communication such as speaking about matters in the jurisdiction inside or outside of a public meeting, in person, remote meetings, telephone calls, emails and social media. Conflicts of interest was briefly covered.

### D. Member Handbook Review

Director Ellis reminded the Board if any information was needed to reach out to staff, who will provide such information.

*Motion: To adjourn*

*Made by: Vice Chair Pierce*

*Second: Member McCall*

## II. ADJOURNMENT: 6:27 p.m.

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