

Official Minutes of the City of Cottonwood
Board of Adjustment Meeting, Held January 18, 2012,
At 6:00 P.M. in the City Council Chambers
826 N. Main Street, Cottonwood, Arizona

CALL TO ORDER & ROLL CALL

Chairman Henry called the meeting to order at 6:02 p.m. Roll call was taken as follows:

Board of Adjustment Members Present

Tosca Henry, Chairperson
Brian Brooks, Vice Chair

Carol Hulse
Mary Eichman

Millard Meccia was absent

Staff Members Present

George Gehlert, Community Development Director
Leslie Wager, Administrative Coordinator/Recorder

ELECTION OF OFFICERS FOR 2012

Motion: To appoint Tosca Henry as Chairperson

Made by: Member Eichman

Second: Member Hulse

Vote: Unanimous

Motion: To appoint Brian Brooks as Vice Chairperson

Made by: Member Hulse

Second: Chairperson Henry

Vote: Unanimous

APPROVAL OF BY-LAWS

Motion: To delete the extra "e" in "Amenedment", number four on page four, and to change Planning Technician to Community Development Director in Section 105.

Made by: Chairperson Henry

Second: Vice Chair Brooks

Vote: Unanimous

CALL TO THE PUBLIC

No comments from the public.

GENERAL DISCUSSION CONCERNING BOARD FUNCTIONS AND PROTOCOL

Director Gehlert asked the Commission to introduce themselves to one another. Director Gehlert stated he is the Administrator for the Planning, Zoning and Building divisions of the City. He has been with the City of Cottonwood for fourteen years and for the last six years he has been the Community Development Director.

Member Eichman stated she moved to Cottonwood in May of 1999. She volunteers a lot for different organizations around the City, last year she was a member of the Library Board.

Chairperson Henry stated she moved to Cottonwood in 2009 and is an Attorney with Ledbetter Law Firm.

Member Hulse stated she moved to Cottonwood in 1997. She was retired when she decided to work for the City of Cottonwood which turned into eleven years of employment and retirement for the second time.

Vice Chair Brooks stated he moved to Cottonwood in 2008 from Los Angeles, California where he was in Property management and would visit Sedona quite often. During his many visits the decision to move came about. He is now a proud business owner in Cottonwood.

Director Gehlert stated Member Meccia, who was absent, was a long time Planning and Zoning Commissioner and has now been on the Board of Adjustment for several years.

Director Gehlert stated this Board will be interpreting requests for deviation from the Cottonwood Zoning Ordinance.

Director Gehlert advised the Board to get acquainted with the Cottonwood Zoning Ordinance as it deals with governing land use. Director Gehlert stated this Board functions like a court process which has the responsibility of interpretive responses and decisions.

Director Gehlert noted the City Council used to hear the variance requests which could easily take up their whole meeting, and in turn led to encouragement to create a separate board.

Director Gehlert stated when an applicant applies for a variance, they need to show the Board there is a hardship that creates the need. Special circumstance is needed to relieve from the code, as financial or self-imposed circumstances will be denied. Requests come to the Board when an applicant applies for a permit and is denied by the Director. The applicant then appeals the decision to the Board. Once the appeal request is turned in, the site is posted, advertised and a courtesy mailing is sent out to the surrounding neighbors. Director Gehlert noted that if the Board denies the request then the applicant can appeal to the Municipal court.

Director Gehlert gave several examples of variances that have come before the Board in the past.

INFORMATIONAL REPORTS AND UPDATES

There were no reports or updates.

ADJOURNMENT

Chairperson Henry adjourned the meeting at 6:52 p.m.