

**SUMMARY REPORT  
OF BOARD OF ADJUSTMENT ACTION TAKEN AT  
THE DECEMBER 17, 2008, ORGANIZATIONAL MEETING**

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**This summary is a statement of legal actions taken by the Cottonwood Board of Adjustment at a regular meeting and is being provided as required by A.R.S. § 38-431.01(D).**

Director Gehlert called the meeting to order at 6:00 p.m. Roll call was taken as follows:  
Board Members Present: Walt Good, Kent Hellman, Bud Jorgensen, Millard Meccia, Dr. R. D. Richards. Board Members Absent: none.

NON ACTION ITEMS:

- Staff Introductions
- Staff summary of initial procedural issues, roles, and duties
- Recap of Boards and Commissions conference on December 5, 2008
- Discussion regarding procedural handbook and judicial format
- Overview of Zoning Ordinance
- Review of sample Variance requests
- Review of sample Appeals
- Public Comment

ACTION ITEMS:

Election of Chairperson

**Motion:** Nominate Walt Good for position of Chairperson  
**Made by:** Dr. Bob Richards  
**Second by:** Kent Hellman  
**Vote:** Four to one with Mr. Good abstaining.

Mr Good conducted the remainder of the meeting.

Election of Vice Chairperson

**NOMINATIONS:** Kent Hellman, nominated by Dr. Richards  
Dr. Richards, nominated by Kent Hellman

**Motion:** To close the floor to nominations.  
**Made By:** Dr. Richards  
**Second By:** Millard Meccia  
**Vote:** Unanimous

**Vote:** Kent Hellman received one vote  
Dr. Richards received four votes.  
Chairperson Good declared Dr. Richards the Vice Chairperson

Adoption of By-Laws

**Motion:** To accept the bylaws with the following changes

SECTION I.105. SECRETARY shall read,  
“The Planning Technician shall act as Secretary for the Board”

SECTION II.202.REGULAR MEETINGS shall read,  
“Regular meetings of the Board shall be held on the third Wednesday of each month or as necessary (with required notification), at 6:00 p.m. in the City Council Chambers unless public notice is made of another meeting place and/or time.

Other minor corrections, such as punctuation, as determined appropriate by the Board Secretary.

**Made By:** Meccia  
**Second By:** Hellman  
**Vote:** Unanimous

Adjournment

**Motion:** To adjourn  
**Made By:** Richards  
**Second By:** Jorgensen  
**Vote:** Unanimous

The meeting adjourned at 7:56 p.m.