MINUTES
COCONINO COUNTY
BOARD OF ADJUSTMENT

Meeting of February 19th, 2019

Thomas Auditorium
2500 N. Fort Valley Road, Building 1
Flagstaff, Arizona

MEMBERS PRESENT
Dianne Patterson, Chairperson
John McCartney
Craig Bearchell

MEMBERS ABSENT
Martin Anaya

COUNTY STAFF PRESENT
Zach Schwartz, Senior Planner
Kendra Crawford, Recording Secretary

Chairperson Patterson called the meeting to order at 2:59PM.

The first item on the Agenda was approval of the Minutes of February 5th, 2019.

MOTION: Mr. Bearchell moved to approve the Minutes of February 5th, 2019 as written. The Motion was seconded by Mr. McCartney. The Minutes were approved 2-1, with Chairperson Patterson abstaining.

The second item on the Agenda was the approval of Consent items.

The Board and staff discussed a couple of the bylaws for clarification purposes; Notification within 48 hours does not include illness, Co-Chair Pro Temp can only occur when there are five members on the Board, Meetings should be held at Community Development for information and office machinery proximity, Executive Sessions do not apply to the Freedom of Information Act due to Attorney- Client privilege and are not public record unless they do a former request, If an applicant brings there case back after a denial, they need to wait a year and provide new information, the deletion of the second sentence in Article five, number seven, that states “Where such conditions are violated or not complied with, the application shall be deemed to have been denied” and if the Pledge of Allegiance should be performed at every meeting.

MOTION: Chairperson Patterson moved to approve the Consent Item with the deletion of the second sentence in Article five, number seven, that states “Where such conditions are violated or not
complied with, the application shall be deemed to have been denied”. The Motion was seconded by Mr. McCartney. The Motion was approved unanimously.

The next item on the Agenda was the Election of Officers.

The Board discussed who would like to be Chair and Vice-Chair. Mr. McCartney Nominated Chairperson Patterson for Chair and Mr. Bearchell as Vice-Chair.

**MOTION:** Mr. McCartney moved to approve Chairperson Patterson for another term of Chairperson and Mr. Bearchell as Vice-Chair. The Motion was seconded by Chairperson Patterson. The Motion was approved unanimously.

The final item on the Agenda was Case No. VAR-19-001.

Mr. Schwartz explained for the Board that staff noticed that the submittals did not include any survey, and especially considering that an existing structure might also be encroaching into the setback and needing a Variance, staff was not able to provide a proper analysis of the case. The applicant noted that a survey should have been ready by February 4, 2019, giving staff enough time to analyze the case or to write another notice to include other Variances. The applicant was not able to provide the survey for this hearing at that time and will provide it in a timely manner for the next hearing, March 19, 2019.

**MOTION:** Chairperson Patterson moved to continue Case No. VAR-19-001 until the meeting of April 16th, 2019. The Motion was seconded by Mr. Bearchell. The Motion was approved unanimously.

**MOTION:** Mr. McCartney moved to adjourn the meeting. Chairperson Patterson seconded the Motion. The Motion was approved unanimously.

The meeting adjourned at 3:19PM.

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Chairperson, Board of Adjustment

ATTEST:
Secretary, Board of Adjustment