



# NOTICE Work Session MINUTES

Planning and Zoning Board of Adjustments Meeting  
921 Thatcher Blvd., Safford, Arizona 85546  
Second Floor Conference Room, General Services Building  
March 22, 2023  
9:00AM

BOARD MEMBERS PRESENT: Michael Ruiz, Dennis Jacob, Mons Larson, Gary Allred and Garrett Hoisington

BOARD MEMBER ABSENT: NONE

STAFF MEMBERS PRESENT: Steve McGaughey, Jennifer Cochran, Jean Roof, and J'Lynn Bartlett

CALL TO ORDER: 9:05AM

WORK SESSION: 1. Open Meeting Law Presentation – Power Point, Jean Roof  
2. Tips on Conductng an Open Meeting, Jean Roof

*Member Larson requested everyone formally introduce themselves.*

*Mons Larson – Safford Builders Supply, Inventory and Technology*

*Dennis Jacob – Self Employed, Storage Units*

*Gary Allred – Town of Thatcher, Development and Procurement*

*Mick Ruiz – CEO, Boys and Girls Club*

*J'Lynn Bartlett – Assistant*

*Garrett Hoisington – Openloop Energy*

*Steve McGaughey and Jennifer Cochran in the back from Planning and Zoning*

*Jean Roof proceeded with the Open Meeting Law slide show presentation*

*Member Jacob asked questions about what is to take place in the executive session – an open discussion amongst the group took place – legal counsel/advice.*

*Member Larson asked the group a question about motioning and second or the option to table and item. The group discussed options on how to take time on making decisions and being able to put conditions on items.*

*Director Steve McGaughey stated that you could have a conditional agreement between the Board and the applicant.*

*Roof stated if the Board agrees or has a consensus.*

*Member Hoisington questions if variances are against ordinances so they should be denied?*

*Director McGaughey stated no, they are denied by me.*

*Jean Roof explains in detail Board of Adjustment role*

*Director McGaughey hands out 5.7 ordinance information and every place that Board of Adjustment is found in the ordinance pg. 69 and pg. 118.*

*Open discussion as a group about 5.7*

*Member Jacob asks what happens when there a violation. What is the penalty? has an example Code Violation of a building and wants to know what the process is.*

*Director McGaughey explains the Code Violation process.*

*Discussion opens about permitted structures*

*Member Allred asks how a Condition Use Permit (CUP) is attached to a person?*

*Jean Roof talks about CUP*

*Open discussion*

*Jean Roof gives tips on conducting an open meeting*

*All members – open discussion*

*Members requested minutes from the 3/1/2023 meeting and handouts from today's meeting.*

*Member Larson asked about Parliamentary Procedure – if need to review*

*Jean Roof – no necessarily*

*Member Jacob are building permits advertised that you must get them?*

*Director McGaughey our local builders and know you need one and most licensed businesses. It is on our website. You can apply online.*

ADJOURNMENT

10:34AM

**NOTE: In accordance with A.R.S. § 38-431.03(A)(1)(2) and (3), an executive session for the purpose of obtaining legal advice from the Planning and Zoning attorney(s) on any matter listed on the agenda. Detailed information on agenda items can be obtained at the Planning and Zoning Office located in the Graham County General Services Building, 921 Thatcher Blvd., Safford, Arizona.**

**Persons with a disability may request a reasonable accommodation for special assistance by contacting Steve McGaughey at the Planning and Zoning Department (928) 428-0410. Request should be made as early as possible to allow time for arrangement of the accommodations**