



**CITY OF COTTONWOOD  
PLANNING & ZONING COMMISSION  
COUNCIL CHAMBERS**

826 N. Main St.  
Cottonwood, AZ 86326

**SPECIAL MEETING MINUTES**

Monday, August 16, 2021  
5:00 p.m.

**I. CALL TO ORDER**

Chairman Williams called the meeting to order at 5:00 PM.

**A. Roll Call**

**Commission Members Present**

Commissioner Garrison  
Commissioner DiSisto (virtual)  
Commissioner Klinge (virtual)  
Vice Chairman Masten  
Chairman Williams

**Commission Members Absent**

Commissioner Romeo

**Staff Members Present**

Tim Elinski, City of Cottonwood Mayor  
Ron Corbin, City Manager  
Steve Horton, City Attorney  
Rick Contreras, Assistant Fire Chief  
Scott Ellis, Community Development Director  
Gary Davis, Community Development Senior Planner  
Jim Padgett, Community Development Planner  
Matt McLean, Deputy Clerk, Recorder

*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.*



## I. COMMISSION OVERVIEW WITH CITY ATTORNEY, MAYOR, AND CITY MANAGER

- A. Planning and Zoning Commission Responsibilities
- B. Public Official Handbook Review
- C. Open Meeting Law Rules
- D. Member Handbook Review

Mayor Elinski stated Cottonwood is facing a period of growth and the Planning and Zoning Commission is the gateway for development. Many applicants see the Planning & Zoning Commission before seeing City Council so it is important that they are all on the same page. There are big projects that will be potentially coming our way, joint sessions between the Planning & Zoning Commission and City Council will be vital for these projects. We are trying to streamline many of our other Commissions to make them as effective as possible by providing all the resources you need.

Commissioner Garrison thanked Mayor Elinski for having the previous joint meeting with City Council and agreed that it will be very important to have more meeting as these big projects come, specifically Spring Creek Ranch.

The Commission agreed that it will be very important to stay coordinated with Council during the Spring Creek Ranch development and other big projects.

City Attorney Steve Horton briefly went over open meeting law. Topics included the definition of a quorum, 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. Executive Sessions, the importance of minutes and public records law were briefly covered.

Chairman Williams asked if any member could request an executive session.

Steve Horton replied the possibility of an executive session would have to be on the agenda and must have a motion and a majority vote to exercise the Commissions right to convene in an executive session.

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## General Discussion

City Manager Ron Corbin advised the Commission that the next joint session with City Council will be in September.

## II. ADJOURNMENT

**5:50 PM**

*Notice is hereby given that pursuant to A.R.S. subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. have been waived.*

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