



## Development Services

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### MEMORANDUM

**TO:** Cochise County Board of Supervisors  
**FROM:** Christine McLachlan, AICP, Development Services Director  
**FOR:** Sharon Gilman, County Administrator  
**SUBJECT:** Consideration of Removal of Commissioner Young from the Planning and Zoning Commission—Hearing and Possible Action  
**HEARING DATE:** September 2, 2025

### I. BACKGROUND

The Cochise County Planning and Zoning Commission (“Commission”) was established by the Board of Supervisors on November 20, 1969. Its purpose is to guide the county’s growth and physical development in a sound and orderly manner to promote the prosperity, health, safety, convenience, and general welfare of its residents.

The Commission serves as a nine-member planning advisory body, with members appointed by the Board of Supervisors to four-year terms. Each Supervisor appoints three members from within their district. Acting in an advisory capacity, the Commission reviews and makes recommendations to the Board of Supervisors on matters involving land use, development, and amendments to zoning regulations. It frequently provides input on the County’s Comprehensive Plan, evaluates rezoning requests, and considers other changes to planning policies. In addition, the Commission conducts public hearings and determines the appropriateness of special use requests within Cochise County. The Commission has established by-laws and rules of procedure to carry out their responsibilities in an orderly and consistent manner.

Pursuant to the Commission bylaws a member may be removed by the Board for neglect of duty, inefficiency, or misconduct in office. In addition, the commission chairman must notify the Board whenever any member is absent from more than three regular meetings described in Section 12.06 of these Bylaws within a 12-month period. Excessive absenteeism is considered a form of duty neglect.

As of August 14, 2025, Commissioner Albert Young has exceeded this threshold by missing 5 regular meetings during the past 12 months. The Commission Chair is required to notify the Board of Supervisors when such absences occur. Development Services, which serves as staff to the commission, is notifying the board on her behalf.

### II. PROCESS

The Board must issue at least 10 days’ written notice and hold a hearing. A written statement outlining the reasons for removal, including any mitigating circumstances, must be filed with the Clerk of the Board. This memo constitutes the written statement. Commissioner Young was provided notice of this hearing by certified mail and by email on August 15, 2025. A hearing will be conducted during the September 2, 2025, regular meeting of the Board. During this hearing, Commissioner Young may present evidence or mitigation during the hearing, for the Board’s consideration.

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**III. ATTENDANCE LOG**

Meetings are held the second Wednesday of each month at 4pm in the Board of Supervisor's Hearing Room in Bisbee. Meetings are also held virtually via Microsoft Teams. The following is a record of meetings missed in the last 12-months.

- September 2024 - Absent
- January 2025 – Absent
- June 2025 – Absent
- July 2025– Absent
- August 2025- Absent

**IV. GROUNDS FOR REMOVAL/ RECOMMENDATION**

Based on the attendance record provided and pursuant to the Cochise County Planning and Zoning Commission By-laws, Commissioner Albert Young has missed five regular meetings within the past 12 months, exceeding the allowable threshold of three absences.

This constitutes neglect of duty as defined in the By-laws. Staff recommends that the Board of Supervisors remove Commissioner Albert Young from the Cochise County Planning and Zoning Commission for neglect of duty due to excessive absences and declare the district 2 seat vacant. This action will ensure the Commission can consistently maintain quorum and serve the public interest effectively.

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