

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS  
WORK SESSION HELD ON  
TUESDAY, MARCH 22, 2022**

A work session of the Cochise County Board of Supervisors was held on Tuesday, March 22, 2022, at 11:00 a.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Ann English, Chairman, telephonic; Peggy Judd, Vice-Chairman; Tom Crosby, Supervisor

Staff Present: Richard G. Karwaczka, County Administrator  
Sharon Gilman, Deputy County Administrator  
Christine Roberts, Chief Civil Deputy County Attorney  
Tim Mattix, Clerk of the Board  
Camila Rochin, Public Information Officer

Attendees: Dan Coxworth, Development Services Director  
Paul Esparza, Building Official  
Christine McLachlan, Planner II

Vice-Chairman Judd called the meeting to order at 11:00 a.m.

**ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION**

**THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING**

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***ITEMS FOR DISCUSSION***

**Board of Supervisors**

1. Discussion and Possible Direction regarding amending the Development Services Fee Schedule.

Mr. Coxworth presented this item using a PowerPoint presentation. He reviewed the Development Services department structure and staffing levels; Intergovernmental Agreements (IGAs) are in place with most incorporated areas for Building and Planning services. He reviewed the history of Development Services fee adjustments. The department likes to be at least 75% funded by fees. He reviewed fee revenue history from fiscal year 2009-2010 through the current fiscal year. He estimates that the department will be between 60% to 70% funded this fiscal year.

Proposed changes to Building fees: increase from \$157 to \$350 for Rural Residential Owner/Building Permit (Owner/Builder Permit); increase from \$325 to \$850 for Limited Inspection and Plan Review Option; increase from \$30 to \$75 for Temporary RV Permits; and, increase from \$50 to 10% of the permit fee for a Multi-Use Plan. Mr. Coxworth detailed each item and the work involved for each, and responded to various questions from the Board.

Proposed changes to the Planning fees, most of which are to establish fees for Planning review that do not currently exist: clarification of Administrative and Non-Administrative Modification of a Special Use Permit; \$100 fee for Accessory Living Quarters; \$50 fee for Official Zoning Compliance Letter; \$50 fee for Agriculture Exemption Request; \$150 fee for Special Event Permits; \$25 fee for Home Occupation Permits; and, miscellaneous deletions and simplification throughout the fee schedule. Mr. Coxworth detailed each item and the work involved for each.

The Board and Mr. Coxworth discussed Temporary RV Permits; posting, publication, and Public Hearing requirements; inflation, cost-recovery and use of General Fund monies; and, Owner/Builder Permits. In response to the Board, Mr. Coxworth explained Development Services' role as a one-stop shop, such as answering basic questions regarding permits that fall under the authority of other departments, and the ability to apply for other departments' permits through the online permitting system. Mr. Coxworth stressed that customer service is the number one priority.

The Board and Mr. Coxworth discussed the timing of bringing the fees back for Public Hearing and consideration; Mr. Coxworth anticipates it will be in the May-June timeframe.

Vice-Chairman Judd adjourned the meeting at 11:42 a.m.

APPROVED:

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Ann English, Chairman

ATTEST:

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Tim Mattix, Clerk of the Board