

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS  
WORK SESSION HELD ON  
Tuesday, February 27, 2018**

A work session of the Cochise County Board of Supervisors was held on Tuesday, February 27, 2018 at 11:00 a.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Chairman Ann English; Vice-Chairman Patrick G. Call; Member Peggy Judd

Staff Present: Edward T. Gilligan, County Administrator  
Kim Lemons, Deputy Clerk of the Board  
Amanda Baillie, Public Information Officer  
Elda Orduno, Civil Deputy County Attorney

Attendees: Dan Coxworth, Development Services Director  
Randy McCoy, Interim Building Official  
Dora Flores, Zoning Administrator  
Mike Jackson, Citizen

Chairman English called the meeting to order at 11:00 a.m.

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

**PLEDGE OF ALLEGIANCE**

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

---

***INTRODUCTIONS***

***ITEMS FOR DISCUSSION***

**Development Services**

1. Discussion and possible direction regarding adjustment to the proposed Building Fee Schedule.

Mr. Coxworth noted there were several previous Work Sessions regarding the fee schedule and today's item covers additional minor revisions, with a fresh perspective to previous fees presented. All fees have been compiled into one document.

Mr. Coxworth referred to a memo that outlined the changes and started with Exemptions on page 6: The Board previously directed staff to increase the dollar amount that would exempt a project from needing a permit. State Statute 11-321 requires a building permit for any construction of a building or addition thereto exceeding a cost of \$1,000.

The Board and staff discussed how to streamline costs for citizens on projects up to \$5,000 and still recuperate costs associated with managing permits and work within state statutes.

Mr. Coxworth moved on to the next change - Flat Rate Residential Trade Permit Fees on page 7: The previously proposed fee schedule listed all residential trade permits fees as per construction value. Instead of charging per construction value, staff is proposing flat-rate fees for the more straightforward and simpler permits that require minimum review and typically one or two inspections. The proposed fee is \$125 for most residential trade permits, except a water heater permit is \$50. Other residential trade permits, such as a swimming pool, and fire sprinkler and fire alarms, may require more extensive plan review and inspections and therefore are based on construction value.

Mr. Coxworth and Mr. McCoy detailed measures to improve customer service, including remote inspections, cross-training employees, and amending building codes among others. Inspectors are working out in the field 4 days a week and are in the office one day to help with customer service and training other County employees.

The Board agreed with the direction and message presented.

Mr. Coxworth touched on the commercial rates outlined on page 9.

The Board asked that the language in the document be simplified and clarified for the public. Mr. Coxworth agreed and is working with staff on overseeing all processes.

The final change discussed - Rural Residential Owner/Builder on page 4: The proposed fee schedule includes options for Limited Inspection with Plan Review and No Inspection – No Plan Review options. The Board may desire to remove these options by removing them from the fee schedule and rescinding Resolution 06-42.

Mr. Coxworth said with the direction the department is moving with customer service it may no longer be necessary.

Supervisor Judd does not think it has been highly utilized but citizens want. She recommended leaving in the schedule for a certain amount of time, possibly 8-9 months.

Mr. Coxworth will put the draft of the proposed fee schedule on the website, and will formally bring to the Board for approval within the next 6 weeks and is working toward full implementation by June or July. He said the PNZ commission, and building code advisory boards have already reviewed. The fee increases are correct for Cochise County; residential may be a little low but commercial is appropriate.

The Board and Mr. Coxworth agreed a separate Work Session, and/or public hearing in 8-9 months may be in order to review the Owner/Builder Opt-Out option.

Chairman English adjourned the meeting at 11:55 a.m.

APPROVED:

---

Ann English, Chairman

ATTEST:

---

Kim Lemons, Deputy Clerk of the Board