



**MINUTES OF THE WORK STUDY MEETING OF THE QUEEN CREEK
PLANNING AND ZONING COMMISSION**

Wednesday, January 11, 2012 6:00 P.M.

Council Chambers, 22350 S. Ellsworth Road, Queen Creek, AZ 85242

1. **CALL TO ORDER** The meeting was called to order at 6:00 p.m. by Chairman Sossaman in the Council Chambers of Town Hall.

2. **ROLL CALL**

Present

Chairman Steve Sossaman
Vice-Chairman Steve Ingram
Commissioner Jason Gad
Commissioner Alex Matheson
Commissioner Ryan Nichols
Commissioner Debbie Reyes
Commissioner Kyle Robinson

Absent

Staff Present

Planning Administrator Wayne Balmer
Development Services Assistant Laura Moats

Absent

3. **Discussion on CU11-077/SP11-078, "Mountain View Funeral Home"**, A request by Steven J. Lewis on behalf of DLC & Associates Business Consulting to operate a funeral home in approximately 5,942 square feet at 21809 S. Ellsworth Road, in the Queen Creek Village Center shopping center, located at the northeast corner of Ellsworth and Ocotillo roads.

Planning Administrator Balmer presented the staff report, noting the following:
The site is currently zoned Town Center (TC); the specific requested use requires a Conditional Use Permit; the use is proposed in an existing building that was originally constructed with the Queen Creek Village Center; the new use will occupy the entire building at this location, and the only exterior modification will be the additional of a service door on the north side of the building. Mr. Balmer illustrated the overall development plan, site plan, floor plan, and north elevation with the service door. Photos of the current north elevation, windows to be removed, proposed window design and color, and proposed door design and color were shown. Mr. Balmer stated staff recommends approval of the requested Conditional Use Permit and Site Plan, subject to the Conditions of Approval listed in the staff report.

Commissioner Robinson asked why the Conditional Use Permit is required. Mr. Balmer explained a 'funeral home' is a type of use for which a Conditional Use Permit is required, regardless of its location in town.

Commissioner Nichols questioned where the closest cemetery is located. Mr. Balmer responded the closest cemetery is the Mountain View Cemetery at Sossaman and Main Street in Mesa.

Commissioner Gad questioned the seating capacity of 150, and asked if viewing services would be offered at the funeral home. Mr. Balmer responded the seating capacity is the maximum allowed according to the square footage of the building, and viewing services would be provided. Commissioner Gad asked if staff had any concerns with regard to potential traffic problems. Mr. Balmer responded there are no foreseen challenges. The procession routes would go from the funeral home, north on Ellsworth Road to Maya Road, west on Maya to Ellsworth Loop Road, and north on Ellsworth Loop Road. Commissioner Gad asked if an alternate use could be applied for if this application were not approved at the Council level. Mr. Balmer responded, "yes", adding that a super-majority vote is required at the Council level.

Commissioner Nichols asked what type of signage is proposed. Mr. Balmer responded the request is for building signage only; there will be no type of monument sign. The signage will meet the Town's approved standards for the Queen Creek Village Center.

Commissioner Reyes asked how much of the center is currently being leased out. Mr. Balmer responded approximately 50 per cent is leased. He noted the current businesses, and informed the Commission that the Italian bakery that was originally located on Ellsworth Road in Town Center will be relocating in the Queen Creek Village Center.

There were no further questions from the Commission.

ADMINISTRATIVE ITEMS

4. **Review** of next month's agenda items.

Mr. Balmer reported on the following cases:

- Church Farm, RZ11-038/SD11-039: Tentatively scheduled for March 14 Commission Meeting and April 4 Town Council.
- Pegasus Airpark, (no case number assigned yet), located at the northeast corner of Empire Blvd. and Ellsworth Road: a formal submittal has just been received. Mr. Balmer stated this may be ready for Commission in March or April.
- Bello, PA11-012: located east of Ellsworth and Pegasus Parkway: Mr. Balmer stated at staff's recommendation, the applicant has held one neighborhood meeting, and will be holding a second neighborhood meeting, based on feedback received at the first meeting. A formal application (TRC) has not yet been received. This case is still in the pre-application stage.

- Victoria Town Center, PA11-014: Mr. Balmer provided some background information on this application, noting it may come to Commission in the near future. No formal submittal has been received yet. This case is still in the pre-application stage.

Mr. Balmer informed the Commission that staff just approved eight new model homes for Hastings Farms this week.

The Commission asked about the status of the RFP process for the 17-acres in Town Center. Mr. Balmer responded the Town has received three responses, and decided not to go with any of them at this point.

Commissioner Nichols stated the Urban Land Institute final report recommendations are not consistent with the Town's Zoning Ordinance, and asked if the Zoning Ordinance would be amended. Mr. Balmer stated the Zoning Ordinance is currently in the process of being updated; he explained the process is lengthy and has been ongoing for the past several years.

5. **Report on Town Council Action**

Town Council minutes from the December Town Council meeting were included in the agenda binders.

6. **Summary of Current Events** from members of the Commission.

- a. **Updated Commissioner Handbook** – Mr. Balmer reviewed the updates recently made to the Handbook, as follows:
 1. Page 9 – Process for Commission Action: clarification/distinction on “Motion to Continue” and “Motion to Table”;
 2. Page 10 – Lobbying: Mr. Balmer noted the Commission may speak with an applicant prior to an upcoming case, but is not obligated to do so. He noted if a Commissioner does speak with an applicant prior to a Commission meeting, he/she should notify the Commission and staff of the conversation that took place.
 3. Page 10 – Project Review Guidelines: Language has been added regarding consistency of proposed projects with the Town's goals, development policies, General Plan, other specific plans, Zoning Ordinance, and regulatory documents.
 4. Page 14 – Open Meeting Law: similar to “lobbying”, language has been added stating Commissioners are not required to speak with anyone regarding an upcoming case, but are free to do so if they so choose.
 5. Page 15 – Conflict of Interest Defined: distinction has been made between ‘remote interests’, and ‘substantial’. In addition, “if a formal, final written opinion is requested from the Town Attorney, the written opinion must be filed with the Town Clerk.

Commissioner Nichols asked if it is acceptable to make recommendations or suggest alternatives to the applicant. Mr. Balmer responded that is acceptable; however, the Commission should be informed of this prior to formal discussion at the Commission meeting.

b. Training Options

Mr. Balmer provided a list of training options. He reminded the Commission of previous training that was held this past year:

- January: training was provided on the Parks, Trails and Open Space Master Plan.
- April: Town Attorney Fredda Bisman provided training on Open Meetings Law and Parliamentary Procedure.
- May: a driving tour of the planning area was given to the Commission;

The Commission reviewed the training options, and requested the following:

- 1) Tour and presentation on the Phoenix-Mesa-Gateway Airport's planned growth;
- 2) Status of Regional Transportation Projects affecting Queen Creek – presentation by Tom Condit (SR 24 and the North/South Corridor); and possible joint meeting with the Transportation Advisory Committee;
- 3) Status of current and upcoming Capital Improvement Projects – presentation by Troy White;
- 4) Status of Town's water and wastewater systems and master plans – presentation by Paul Gardner.

Other areas the Commission expressed interest in were: tour of Greenfield Water Reclamation Plant on Greenfield and Queen Creek roads; Update on the Queen Creek Unified School District, presentation by Tom Lindsey.

Mr. Balmer provided a brief update on the Superstition Vistas project, the proposed American Leadership Academy grade and high school at Chandler Heights and Hawes roads, and construction of SR24 on the west side of Ellsworth Road in Mesa, north of Queen Creek.

7. Adjournment

Motion by: Vice-Chairman Ingram
To adjourn.
Seconded by: Commissioner Gad
Vote: **All ayes. Motion carried 7-0.**

The meeting adjourned at 6:55 p.m.

PLANNING AND ZONING COMMISSION

Chairman Steve Sossaman

ATTEST:

Laura Moats, Development Services Assistant

I, Laura Moats, do hereby certify that, to the best of my knowledge and belief, the foregoing Minutes are a true and correct copy of the Minutes of the January 11, 2012 Work Study of the Planning and Zoning Commission. I further certify that the meeting was duly called and that a quorum was present.

Dated this 11th day of January, 2012

Passed and Approved this 14th day of March, 2012.