



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

WHEN: WEDNESDAY, APRIL 10, 2013

WHERE: TOWN HALL COUNCIL CHAMBERS

TIME: 6:00 p.m.

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Queen Creek Planning and Zoning Commission and to the general public that the Queen Creek Planning and Zoning Commission will hold its Work Study Meeting open to the general public on **WEDNESDAY, APRIL 10, 2013 AT 6:00 P.M.** in the Town Hall Council Chambers at 22350 South Ellsworth Road, Queen Creek, Arizona.

AGENDA

1. **Call to Order:** The meeting was called to order at 6:06 p.m.
2. **Roll Call** (one or more members of the Commission may participate by telephone)

PRESENT:	Vice-Chairman	Dr. Alex	Kyle	Gregory	Ryan	Alan
	Steve Ingram	Matheson	Robinson	Arrington	Nichols	Turley

ABSENT:	Chairman Stephen Sossaman					
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STAFF:	Wayne Balmer, Planning Administrator	Dave Williams, Senior Planner
	Sidney Urias, Planning Technician	Laura Catanese, Senior Administrative Assistant
3. **Discussion on Upcoming Department Initiatives & Work Program, a presentation by Development Services Director, Chris Anaradian.**

Town Manager, John Kross, gave a brief overview of Town organization operations before introducing new Development Services Director, Chris Anaradian, to the Commission. Special focus was given to Town Key Result Areas (KRA's) and what role the Commission plays in helping to achieve these key operating goals (see attached KRA document). Director Anaradian covered the departments' current Work Plan as well as future goals/initiatives (FY13-14) and answered questions from the Commission (see below). One such initiative is updating the Town Zoning Ordinance manual to contain more graphics. Director Anaradian would appreciate the Commissions help in creating purpose statements to accompany the new graphics to better illustrate Town design standards to the development community. Real time communication with customers is another primary goal currently in process that carries over through FY13-14. A new Building Official (Michael Williams) has just been hired to re-establish the Towns' Building Safety Division.

QUESTIONS/COMMENTS FROM THE COMMISSION:

Commissioner Nichols: Are we specifically not going to use form based zoning codes? Why? SB1598 holds us to a specific timeframe with regard to plan reviews. Adding graphics and purpose statements to the Zoning Ordinance will help the development community understand what is standard design or the desired feature the first time around and reduce our review timelines.

Commissioner Nichols: In my opinion, our current Zoning Ordinances preclude the types of development we most want. Will there be new zoning classifications?

Yes, by using the new graphics we can provide the Commission with an overlay of a defined area to better facilitate a complete image of zoning requests.

Commissioner Nichols: Will Council consider introducing more mixed-use areas to the General Plan?

Economic Development focuses on development over a 15 year period and is encouraging Council to re-establish long range planning efforts. Computer based land use models can aid in economic development vision, both now and in the future. How does changing a particular land use designation in the present affect the area 15 years from now?

Commissioner Arrington: The Town of Youngtown is also in the process of streamlining their Planning and Building Safety operations. I think you are on the right track. It is important to stay competitive.

Commissioner Robinson: Is SB1598 the bill to change sales tax to POS (point of sale)?

No, SB1598 was passed last year and involves setting a specific timeline for plans review and customer communications.

4. Discussion on signage for private schools.

This is an upcoming item for the May 8 P&Z.

5. Discussion on parking requirements for elementary and high schools.

Four (4) new schools are either planned or under construction in Queen Creek. They include:

- Benjamin Franklin Elementary & Junior High School (Charter)
- Benjamin Franklin High School (Charter)
- Higley Junior High School (Public))
- American Leadership Academy (school expansion)

Construction is a particular concern with regard to Town school parking requirements. The Town requires more parking for schools than any of our surrounding communities. This concern was brought to the Town Council on March 6, and staff was asked to research the issue, review possible options for change, and provide the Council with a recommendation.

The Town's parking requirement for elementary and junior high schools is substantially greater than other communities, requiring more parking for elementary schools per square foot than for high schools. Each type of school requires 1 space per 200 square feet, but elementary schools have an additional requirement of 1 space per classroom. Parking requirements for high schools matches Mesa and Chandler, but is still higher than Gilbert and Tempe. Adequate parking for daily activities is necessary but special consideration is also needed to accommodate special events which occur on a regular basis. Additionally, the parking area must also provide adequate space for bus circulation and pickups/drop-offs, queuing space for parent pickup/drop-offs, student parking for high schools, areas for bus and service vehicle parking, etc.

Staff recommends changing the parking requirement to 1 space for every 300 feet of floor area for elementary and junior high schools and eliminating the 1 parking space per classroom condition. Staff also recommends keeping the status quo provision for high schools (1 space per 200 square feet of floor area). The proposed change would result in a reduction in the required parking by over 33% for elementary and junior high schools, which still leaves Queen Creek (somewhat) higher than our neighboring communities. Given that many charter schools locate on arterial streets where overflow parking is not available, the potential for on-street issues is greater. Staff recommends requiring additional parking to adequately address these issues. For school locations within neighborhoods, providing some additional parking would help alleviate on-street parking and neighborhood access issues during special events.

6. Discussion on 2013 General Plan Amendments Schedule.

Pre-submittal conference	May 16, 2013
Application cut-off date	June 13, 2013
Planning Commission meeting (case introduction)	July 10, 2013
Town Council meeting (begin 60 day review)	July 17, 2013
Information on amendments added to Town website	(Wednesday) July 24, 2013
Mail 60 review letter to public agencies	July 25, 2013
Begin 60 day review	July 29, 2013
Mailer/Flyer advertising Open Houses distributed	(Thursday) August 8, 2013
First Open House	(Wednesday) August 28, 2013
Second Open House	(Wednesday) September 25, 2013
End of 60 day review	(Friday) September 27, 2013
Public Hearing notices published	September 30, 2013
Sites posted for Public Hearings	(Monday) September 30, 2013
First Planning Commission Hearing (Introduction)	(Tuesday) October 15, 2013
Second Planning Commission Hearing (Action)	(Tuesday) November 5, 2013
Town Council (introduction)	(Wednesday) November 20, 2013
Town Council Public Hearing & possible action	(Wednesday) December 4, 2013

7. **Discussion on DR13-012, “Richmond American at Sossaman Estates Phase 3A”, a request for a design approval by Richmond American for seven (7) floor plans with three (3) elevations each.** Richmond American Homes is proposing to use seven different floor plans with three elevations each in this subdivision. The proposed architectural styles are Spanish, Craftsman and Italian. The homes range in size from 2,486 square feet to 4,214 square feet. The lot fit analysis shows that each lot is buildable with at least one floor plan. All floor plans comply with the 40% garage percentage requirement. All of the homes comply with the 360 degree architecture criteria in addition to the residential design guidelines. Staff supports the applicant’s request and recommends approval of DR13-012 “Richmond American at Sossaman Estates Phase 3A” per Conditions of Approval (see staff report).

ADMINISTRATIVE ITEMS

8. **Review of May 8, 2013 agenda items.**
9. **Report of Town Council Action.**
 RZ13-004 “Quail Creek” was continued to the April 17 Council meeting. A PM10 violation was received from Maricopa County. The residents would rather have pavement than decomposed granite. The Town is now responsible for paving Maricopa County’s piece as well as its’ own.
10. **Summary of Events** from members of the Commission and Staff. *The Commission may not propose, discuss, deliberate or take action on any matter in the “summary” unless the specific matter is properly noticed on the Regular Session agenda.*
11. **Adjournment:** The meeting adjourned at 7:03 p.m.

MOTION: Commissioner Nichols

To adjourn.

2nd MOTION: Commissioner Turley

VOTE: All Ayes. Motion carried 6-0.

PLANNING AND ZONING COMMISSION

By: 
Vice-Chairman Ingram

ATTEST:

Laura Catanese, Senior Administrative Assistant

I, Laura Catanese, 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 April 10, 2013 Work Study of the Planning and Zoning Commission. I further certify that the meeting was duly called and that a quorum was present.

Passed and Approved 5/08/13