



**MINUTES
WORK STUDY SESSION
QUEEN CREEK PLANNING & ZONING COMMISSION
QUEEN CREEK COMMUNITY CHAMBERS
20727 E. CIVIC PARKWAY
FEBRUARY 6, 2018
6:00 PM**

1. Call to Order

The meeting was called to order at 6:00PM.

2. Roll Call (one or more members of the Commission may participate by telephone)

Commissioners in attendance: Chairman Arrington, Vice Chairman Alleman, Commissioner Sossaman, Commissioner Ehmke, and Commissioner Young (Commissioner Matheson was absent).

ITEMS FOR DISCUSSION

These items are for Commission discussion only and no action will be taken. In general, no public comment will be taken.

3. General Plan Vote Campaign Update (Sarah Clark, Planner II)

Sarah Clark, Planner II, provided a brief update on recent activity on the General Plan Go Vote campaign. Ms. Clark presented graphics of the promotional materials used for the campaign including mailers, posters, and signage. Ms. Clark stated that Staff is working on a video that will be used to educate the public on the vote and will star the Mayor, chairs from Town Committees and Commissioners, the Fire Chief, and the MSCO Captain. Ms. Clark noted that a representative from the Town's Communication and Marketing Division will be providing training to the Commission on the topic of Commissioner's participation on social media for the Go Vote Campaign. Ms. Clark summarized the schedule for the campaign and highlighted important dates to remember.

4. Side Yard Building Setbacks (R1-43 & R1-35 Zoning Districts) (Brett Burningham, Planning Administrator; Steven Ester, Planner I)

Steven Ester, Planner I, provided a brief update on the side yard setback requirements for accessory structures in the R1-35 and R1-43 zoning districts. Mr. Ester provided a comparison of the Town's side yard setback standards for attached and detached structures with the standards of neighboring municipalities. Mr. Ester provided examples of accessory structures in relation to a variety of setback requirements for detached accessory structures.

Chairman Arrington inquired: what would the setback be for the ramada shown in the photo example. Mr. Ester responded, stating that the setback would be 20-feet from the side property line in the R1-35 zoning district and 30-feet from the side property line in the R1-43 zoning district. Chairman Arrington inquired: what would the setback be in the stepped setback approach? Mr.

Burningham stated that Staff is presenting different approaches that could be considered and Staff would like to discuss the options with the Commission before presenting a proposed solution.

Commissioner Alleman inquired: how many of these types of applications does the Town receive? Mr. Ester responded, stating that Staff receives approximately 3 to 4 a week.

Commissioner Alleman inquired: if a standard 20-foot setback for detached accessory structures is used, what issues might arise? Mr. Burningham responded, providing a reminder that Staff has heard from neighbors who appreciate side yard setback requirements. Mr. Burningham added that a two-tiered approach could be employed, where smaller structures could be closer to the side property line but larger and taller structures may need to be further from the side property line. Commissioner Alleman inquired: is it a real issue or perceived issue with neighbor concerns with the detached accessory structures located closer to the setback? Mr. Burningham responded, stating that Staff as heard from both sides of the argument.

Chairman Arrington inquired: what is the square footage requirement for structures that require a building permit? Mr. Burningham responded stating the minimum size is 200 square feet.

Commissioner Sossaman inquired: how is the height of the structured measured? Mr. Burningham responded, stating that the height of a structure is measured at the average grade to the highest peak. Commissioner Sossaman stated that there may be some concerns from neighbors who don't want neighbor's structures closer to their property line, particularly in an existing subdivision.

Mr. Burningham noted that Planning Staff has found through the Zoning Ordinance update where there was a 10-year period were the Zoning Ordinance was not being used properly and many detached accessory structures were incorrectly allowed 5-feet from the side yard setback.

ADMINISTRATIVE ITEMS

5. Recent activity update.

- 6. Summary of Events from members of the Commission and staff.** The Commission may not deliberate or take action on any matter in the "summary" unless the specific matter is properly noticed on the Regular Session agenda.

Mr. Burningham stated that the building permits have not been provided yet, but they will be sent to the Commission via email once received.

7. Adjournment

Motion to adjourn at 6:31PM:

1st: Alleman

2nd: Young

Vote: 5-0 (Commissioner Matheson was absent for the vote)



**MINUTES
REGULAR MEETING
QUEEN CREEK PLANNING & ZONING COMMISSION
QUEEN CREEK COMMUNITY CHAMBERS
20727 E. CIVIC PARKWAY
FEBRUARY 6, 2018
7:00 PM**

1. Call to Order

The Meeting was called to order at 7:00PM.

2. Roll Call: One or more members of the Commission may participate by telephone.

Commissioners in attendance: Chairman Arrington, Vice Chairman Alleman, Commissioner Sossaman, Commissioner Ehmke, and Commissioner Young (Commissioner Matheson was absent).

3. Public Comment: Members of the public may address the Commission on items not on the printed agenda. Please observe the time limit of (3) three minutes. Request to Speak Cards are available at the door, and may be delivered to staff prior to the commencement of the meeting. Members of the Commission may not discuss, consider, or act on any matter raised during public comment.

None.

4. Consent Agenda: Matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion and one vote.

A. Discussion and Possible Action on the January 10, 2018 Planning Commission Meeting Minutes.

B. Discussion and Possible Approval of P17-0172 “Lennar at Ocotillo Heights Phase I Residential Design Review”. Lennar is requesting approval of four (4) new standard plans with three (3) elevations each to be constructed on 67 lots in Phase I of the Ocotillo Heights subdivision located at the southwest corner of Ocotillo and Signal Butte Roads.

C. RZ16-045 “Malone Place Planned Area Development (PAD) Scrivener’s Error Correction”, a request by staff to correct a scrivener’s error by adding C-2/PAD to the Planning Commission Staff Report and correcting Ordinance 621-16. The original case included approximately 377 acres generally located at the southeast corner of Signal Butte Road and Queen Creek Road.

Motion to approve the Consent Agenda:

1st: Sossaman

2nd: Ehmke

Vote: 5 – 0 (Commissioner Matheson was absent for the vote)

PUBLIC HEARING:

5. Discussion and Possible Action on “Allstate Utility Construction Rezone (P17-0176): Request to rezone 4.84 acres from R1-43 (Rural Estate District) to EMP-A (Employment Type-A), to allow for a utility construction business east of the SEC of Germann and Rittenhouse Roads.

Commissioner Alleman recused himself for a conflict of interest.

Sofia Mastikhina provided a summary of the project location. Ms. Mastikhina provided a summary of the proposed request. Ms. Mastikhina presented an exhibit of the General Plan designation and an exhibit of the zoning designation for the site. Ms. Mastikhina noted that a Site Plan application for the project will be submitted in the coming weeks.

Move to approve “Allstate Utility Construction Rezone (P17-0176): Request to rezone 4.84 acres from R1-43 (Rural Estate District) to EMP-A (Employment Type-A), to allow for a utility construction business East of the SEC of Germann and Rittenhouse Roads.

1st: Ehmke

2nd: Young

Vote: 4-0 (Vice Chairman Alleman recused himself for the vote and Commissioner Matheson was absent for the vote)

6. **Discussion and Possible Action on Case P18-0005 “Small Cell Wireless”**, a staff-initiated request to amend Section 6.9 of the Zoning Ordinance, “Wireless Communications”, including new provisions related to small wireless facilities; and, an amendment to Town Code Chapter 16 “Utilities” including new provisions related to small wireless facilities and rates and fees for the use of the public right-of-way and Town structures.

Commissioner Alleman returned to the dais.

Brett Burningham, Planning Administrator, provided a summary of a new state statute to allow utility poles in public rights of way. Mr. Burningham noted that the Town’s legal counsel has helped with this effort to make sure text amendments are in place to accommodate the new application.

Mr. Burningham presented photo examples for utility facilities in public rights-of-ways and on streetlights. Mr. Burningham summarized a few of the key items in the text amendments including:

- Allowing wireless facilities in the public R-of-W, with conditions
- Encouraging tall mono poles in appropriate areas, not in the right-of-way
- Allowing a “standard” design to be approved administratively
- Requiring a Conditional Use Permit for exceptions

Mr. Burningham summarized the next steps for the proposed text amendment.

Commissioner Young inquired: how many of the small wireless facilities does it take to provide the same amount of services as a monopalm? Bruce Gardener, Assistant Town Manager, noted that these types of facilities are used to supplement monopalms. Ms. Gardener added that these facilities will be installed in the urban center, like Phoenix and Scottsdale, first and will expand outwards to Queen Creek and to the County. Mr. Gardener stated that he is working with the cell providers to encourage facility installation in the Town because improved cellular service is needed.

Move to approve case P18-0005 “Small Cell Wireless”, a staff-initiated request to amend Section 6.9 of the Zoning Ordinance, “Wireless Communications”, including new provisions related to small wireless facilities; and, an amendment to Town Code Chapter 16 “Utilities” including new provisions related to small wireless facilities and rates and fees for the use of the public right-of-way and Town structures:

1st: Sossaman

2nd: Young

Vote: 5-0 (Commissioner Matheson was absent for the vote)

FINAL ACTION:

None.

ITEMS FOR DISCUSSION:

None.

ADMINISTRATIVE ITEMS

7. **Summary of Events from members of the Commission and staff.** The Commission may not deliberate or take action on any matter in the “summary” unless the specific matter is properly noticed on the Regular Session agenda.

Mr. Burningham introduced Steven Ester, a new Planner I on Staff and Sofia Mastikhina, Planning Intern and expressed his appreciation for their hard work. Commissioner Sossaman stated that quality applicants are a reflection of quality Staff and management who can attract high caliber applicants.

8. Adjournment

Motion to adjourn at 7:17PM.

1st: Alleman

2nd: Sossaman

Vote: 5-0 (Commissioner Matheson was absent for the vote).