



**MINUTES  
WORK STUDY SESSION  
QUEEN CREEK PLANNING & ZONING COMMISSION  
QUEEN CREEK COMMUNITY CHAMBERS  
20727 E. CIVIC PARKWAY  
APRIL 11, 2018  
6:00 PM**

**1. Call to Order**

This meeting was called to order at 6:01PM.

**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 Matheson, Commissioner Ehmke, Commissioner Young, and Commissioner Spall.

**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 Go Vote Update (Sarah Clark, Planner II)**

Sarah Clark, Planner II, provided an update on the Town's General Plan Go Vote Campaign. Ms. Clark outlined the recent activities surrounding the Go Vote Campaign, which include: a staff presentation at the Queen Creek Chamber of Commerce Lunch in March, presence at the Queen Creek Roots n' Boots, and a General Plan Update information booth at the Spring into QC event. Planning staff has also made presentations at the Economic Development Commission and the Parks and Recreation Advisory Committee meetings. Ms. Clark then outlined the upcoming events in which staff will be providing information regarding the General Plan Update and the upcoming vote. The first will be the Welcome to QC event, which is an event to be held for residents of the recently annexed Ironwood Crossing community. Staff will have a booth at this event to inform these residents of the vote in May. Ms. Clark stated that staff will also be attending the Queen Creek Unified School District Partner Breakfast and the Senior Program to further inform the public of the vote.

Ms. Clark provided a summary of the Town's marketing efforts to date, and as the May 15<sup>th</sup> election date draws closer. These efforts include: outreach at the Welcome to QC Ironwood Crossing event, direct mailers and water bill inserts, posters around the Town, a banner over Ellsworth Road, an advertisement at Harkins Theater, continuation of video releases including the material that Commission members participated in, as well as a feature in the Town's "Why Wednesdays", and continuation of outreach with HOAs and CLI group.

Ms. Clark then outlined upcoming important dates as follows: April 16<sup>th</sup> is the voter registration deadline. Ballots will be mailed to residents on April 25<sup>th</sup>. Ballots are due in the mail on May 9<sup>th</sup>, and Election Day will be on May 15<sup>th</sup>. Ms. Clark also noted that residents will be able to drop off their ballots in person at the Town's Municipal Services Building on May 15<sup>th</sup>.

Ms. Clark then presented a General Plan Update information video, created by the Town's Communications and Marketing team, after which she informed the Commissioners that staff will be providing them with additional pamphlets to hand out to residents. Ms. Clark noted that the next Planning Commission meeting will be on May 9<sup>th</sup>, which will be during the election process, and that she will provide another update at that date. Ms. Clark concluded her presentation.

**4. Robert's Rules of Order – Order of Business** (Brett Burningham, Planning Administrator and Sarah Clark, Planner II)

Sarah Clark, Planner II, provided a training presentation to the members of the Planning Commission on Robert's Rules of Order, Order of Business, which is a summary of how the Planning Commission meetings operate. Ms. Clark outlined the Order of Business as follows: the first step is for the meeting to be called to order by the Chairman of the Commission, with one rap of the gavel and a verbal statement that the meeting is called to order. The following steps in the process are the items on the agenda: the determination of a Quorum, roll call, and approval of meeting minutes from the previous Planning Commission meeting. Then, the Commission proceeds to the public hearing agenda, items for discussion (which are not intended to be voted on) and items for final action. The final steps include a summary of activities by the Planning Administrator, then adjournment of the meeting.

Ms. Clark explained that the purpose of the consent agenda is to vote on items that don't require discussion, as they are considered routine. During a Commission meeting, the Chairman may ask if any members of the Commission would like to remove or discuss an item from the consent. This would not require a second, the item may be discussed immediately or moved to a later position in the agenda.

Brett Burningham, Planning Administrator, noted that staff has been placing items on the consent agenda for the Planning Commission, and that these items are considered routine. Mr. Burningham explained that when applications meet all of the Town's Code requirements and Design Guidelines, and go beyond those requirements, they typically do not require discussion and are put on the consent agenda. Mr. Burningham also noted that, if the members of the Commission are still agreeable to this process, simple cases will continue to be put on the consent agenda.

Commissioner Matheson expressed agreement to this idea.

Ms. Clark explained that a determination of a quorum involves ensuring a majority of Commissioners in attendance, meaning that four or more Commissioners need to be present for there to be a quorum. If a quorum is not determined, no business can be acted on. Ms. Clark also explained the public comment portion of the meeting. The goal of this portion is to allow the public to provide input and to discuss the matters at hand. To do this, members of the public must submit speaker cards to request to speak. Ms. Clark explained that there are two opportunities during the meeting for members of the public to speak: during the public comment portion at the beginning of the meeting, and during the second public comment portion, which occurs after staff members and applicants have given their presentations. Every member of the public shall have an opportunity to speak. Members of the public may also write their comment on the speaker cards to be read for the record, if they do not wish to address the Commission directly.

Mr. Burningham reminded the members of the Commission that the public comment portion of the meeting is designated for comments, and not for members of the public to question or address staff, members of the Commission, or applicants directly.

Ms. Clark added that all public comments are directed through the Chairman of the Commission. Ms. Clark then explained that, in order to adjourn the meeting, a motion must be made, or the Chairman may ask for a motion to be made, and one of the Commissioners must second the

motion. No discussion is needed. Once a motion has been seconded, the Chairman will call for a vote. Announce the results, and finalize the meeting with a rap of the gavel. Ms. Clark also noted that courtesy among Commissioners during a meeting is required – although this Commission has not had any issues with being courteous of others. Ms. Clark explained that all comments are to be made through the Chairman, and the Chairman may then determine whose turn it is to speak. All members of the Commission shall have the opportunity to voice their comments or concerns.

Mr. Burningham asked Chairman Arrington if the Commission has a method in place for requesting to speak. Chairman Arrington stated that Commissioners should raise a finger when they wish to speak.

Commissioner Ehmke asked Ms. Clark to clarify the procedure after a motion is made. Ms. Clark explained that a motion requires a second from another Commissioner. The Chairman may call for a second, or a member of the Commission can second a motion on their own. After a second is made, Commissioners may proceed to discussion.

Commissioner Ehmke asked if the Chairman initiates or asks for discussion. Ms. Clark stated that the Chairman may open a discussion, ask for an amendment to the items at hand, cancel, express support, propose alternatives, or call for a vote.

Ms. Clark concluded her training presentation and asked that the members of the Commission let staff know if there are any other training topics that they would like to discuss in the future.

## **ADMINISTRATIVE ITEMS**

### **5. Recent activity update.**

Brett Burningham, Planning Administrator, provided an update regarding the March 21<sup>st</sup> Town Council meeting, during which the Allstate Utility Construction Rezone was approved unanimously by the Council. Mr. Burningham also noted that staff is currently working with the property owner on a Site Plan Application.

Mr. Burningham stated that the Town processed 92 new homes in the month of March of 2018. Over the past three months, the Town has processed almost 250 building permits. Mr. Burningham noted that staff expects to see a significant increase in building permit activity, especially due to the recent Ironwood Crossing annexation. The annexation was effective on Friday, April 6<sup>th</sup>, and all building permits from that area will now be reported on the Town's building permit data.

### **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.

None.

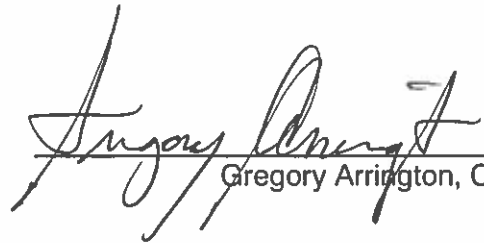
### **7. Adjournment**

**Motion to adjourn at 6:20PM:**

**1<sup>st</sup>:** Ehmke

**2<sup>nd</sup>:** Alleman

**Vote:** 7-0 (unanimous)

  
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Gregory Arrington, Chairman

ATTEST:   
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Sarah Mertins, Planner II

I, Sarah Mertins, do hereby certify that, to the best of my knowledge and belief, the forgoing Minutes are a true and correct copy of the Minutes of the April 11, 2018 Work Study Session of the Queen Creek Planning and Zoning Commission. I further certify that the meeting was duly called and that a quorum was present.

  
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Sarah Mertins, Planner II

Passed and approved on May 9, 2018.