



DRAFT MINUTES
REGULAR MEETING
QUEEN CREEK PLANNING & ZONING COMMISSION
Virtual Meeting
January 13, 2021
6:00 PM

1. Call to Order

The meeting was called to order at 6:07 p.m.

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

Troy Young	Chair	Present via WebEx
David Gillette	Vice Chair	Present via WebEx
Matt McWilliams	Commissioner	Present via WebEx
Alex Matheson	Commissioner	Present via WebEx
Bill Smith	Commissioner	Present via WebEx
Steve Sossaman	Commissioner	Present via WebEx
Lea Spall	Commissioner	Present via WebEx

3. Public Comment: Members of the public may address the Planning Commission on items not on the printed agenda and during Public Hearings. Please observe the time limit of (3) minutes. Comments may also be sent to via email to PublicComment@queen creek.org by 5:30 p.m. on December 9, 2020 (limited to 500 words – identify your name, address and whether you wish your comment to be read at the meeting or just submitted as part of the written record). 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 December 9, 2020 Planning Commission Meeting Minutes.

Motion: To approve the Consent Agenda

1st: Spall

2nd: Matheson

RESULT: Approved (6-0)

Commissioner McWilliams joined the meeting after the Consent Agenda.

5. Public Hearing:

A. Public Hearing and Possible Action on P20-0073 Riggs and Hawes Commercial PAD Rezone, a request by Chris Jones (RViPlanning + Landscape Architecture) to rezone approximately 7.7 acres from R1-43 to C2 with a PAD Overlay for a future commercial development, located at the northeast corner of Riggs and Hawes roads. (Steven Ester, Planner II)

Planner Steven Ester introduced Riggs and Hawes Commercial PAD Rezone of 7.7 acres for a future commercial development. He said that notable surrounding properties include the Sonoqui Wash, Whitewing residential development, county land and vacant land. Mr. Ester said the General Plan Designation of Neighborhood matches Whitewing and the Sonoqui Wash and the subject site is currently zoned R1-43.

The applicant is requesting a change to Commercial (C-2) with a PAD overlay to allow for three deviations from the Zoning Ordinance as follows:

- Maximum building height from 48" to 30'
- Rear building setback from 15' to 10'
- Rear landscape buffer from 30' to 0'

Mr. Ester said the applicant requested the modifications to assist in maintaining open-style character, to be on scale with the surrounding community, to take advantage of the aesthetics and views of the wash and to encourage pedestrian interaction with the open space elements of the wash.

Mr. Ester said this is a conceptual plan at this time and will require a future site plan application. He outlined the proposed building elevations, outdoor patio space, drive through uses, project entry points (4 entrances) and parking. Conceptual landscape plans will provide 35% open space which exceeds the 15% requirement and will overlook the wash giving the project a unique sense of character.

A virtual neighborhood meeting was held with twenty (20) attendees. Some concerns included types of uses for the project; traffic management; inquiries on what tenants will be there; and timing of the project. There was one email received in opposition of the project. The project goes to Town Council on February 3, 2021. Mr. Ester said the applicant is available online for any questions.

Commissioner Smith discussed the buildings that backed up to the wash and there were concerns to make sure the rear facing buildings complement the wash. Project Architect Christopher Jones discussed the open space and the trail which he said guided the site plan. Mr. Jones explained their intent to use four-sided architecture; patio activation at the ends of the building and architecture that blends with the wash and character of Queen Creek. Project owners were in attendance virtually and replied that they are open to minor changes but emphasized that their original intent was to utilize the Sonoqui Wash as an advantage to the site and make it a draw for people.

Planning Administrator Swanson said a Condition of Approval can be added if the Commission desired, which addresses the requirement of four-sided architecture to assure that viewable public areas and pathways on the wash have some level of design.

Mr. Jones inquired about the future site plan process. Mr. Swanson replied that the site plan will be done at the staff level because projects of that size (under 10 acres) would not go back to a public hearing process.

Commissioner Spall asked if the vision was that people could access the shops from the wash. Mr. Ester replied yes, a connection from the wash is something the Town supports but said there may be some building restrictions because of the proximity to the water and it will be looked into during the site plan process. He added that Parks and Recreation recognizes the unique opportunities and said there is already an existing at grade connection/trail to the north that provides access to the wash.

Vice Chair Gillette suggested that if there is a path or trail to the area that a small park or something similar would be a feature to consider.

Public Comments:

Tim Romero, 25109 S. 199th Street, Queen Creek had concerns about the entrance on Hawes Road and said that his residence is the house on the north which faces Hawes Road. He asked if the entrance can be moved ten yards to the south to prevent headlights from shining directly into his house with right-hand turns.

Mr. Jones replied that the deceleration lane dimensions would not be able to fit if it were to be moved south. He said to mitigate this our site is somewhat elevated and we will grade downwards towards Hawes Road so the headlights point in a downward direction. He said this, along with the privacy wall and landscaping at the parking area, will help mitigate this.

MOTION: To approve P20-0073 Riggs and Hawes Commercial PAD Rezone with the addition of a Condition of Approval #7 stating that four-sided architecture shall be provided on all buildings adjacent to the wash.

1st: Smith

2nd: Spall

VOTE: Passes unanimously (7-0)

6. Final Action:

- A. Discussion and Possible Action on P20-0161 QC Commons Comprehensive Sign Plan, a request from Andy Gibson of Bootz and Duke sign company for approval of a Comprehensive Sign Plan for the 19.6 acre QC Commons (Fry's) commercial center located at the northeast corner of Ellsworth and Riggs roads.**

Senior Planner Sarah Clark introduced P20-0160 QC Commons Comprehensive Sign Plan for the 19.6 acre commercial center located at the northeast corner of Ellsworth and Riggs roads. The applicant is requesting three deviations from signage standards set by the Zoning Ordinance including 1) increased cumulative signage for the Fry's building 2) increased monument sign height for ground signs and 3) the amount of square footage of the monument signs.

Ms. Clark reviewed the size of the overall project, the scope of uses and outlined areas where extra signage or deviations were being requested. She said this is consistent with other Fry's locations in adjacent communities and with other commercial centers located in Queen Creek. She added that all other signage for the center meet the requirements of the Zoning Ordinance.

There were no questions or comments from the Commission.

MOTION: To approve P20-0161 QC Commons Comprehensive Sign Plan for the 19.6 acre QC Commons commercial center located at the northeast corner of Ellsworth and Riggs roads.

1st: Spall

2nd: Sossaman

VOTE: Passed unanimously (7-0)

7. Items for Discussion: *These items are for Commission discussion only and no action will be taken. In general no public comment will be taken.*

None.

8. Administrative Items:

A. Discussion and Possible Action on Setting the 2021 Planning Commission Meeting Dates

Planning Administrator Erik Swanson presented the proposed schedule for 2021. Meeting will occur on the second Wednesday of the month as follows:

January 13, 2021	July 14, 2021 (Potential alternative location)
February 10, 2021	August 11, 2021
March 10, 2021 (Spring Break)	September 8, 2021
April 14, 2021	October 13, 2021
May 12, 2021	November 10, 2021
June 9, 2021	December 8, 2021

MOTION: To approve the 2021 Planning Commission meeting dates.

1st: McWilliams

2nd: Matheson

VOTE: Passed unanimously (7-0)

B. Recent activity update.

None.

9. 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.

10. Adjournment

The meeting adjourned at approximately 6:52 p.m.

TOWN OF QUEEN CREEK

Troy Young, Chair

ATTEST:

Joy Maglione, Deputy Town Clerk

I, Joy Maglione, do hereby certify that to the best of my knowledge and belief, the foregoing Minutes are a true and correct copy of the Regular Session Minutes of the January 13, 2021 Regular Session of the Queen Creek Planning Commission. I further certify that the meeting was duly called and that a quorum was present.

Passed and approved on: _____
THESE ARE DRAFT MINUTES AND ARE NOT APPROVED.



DRAFT MINUTES
WORK STUDY SESSION
QUEEN CREEK PLANNING & ZONING COMMISSION
Virtual Meeting
January 13, 2021

1. Call to Order

The meeting was called to order at 6:54 p.m.

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

Troy Young	Chair	Present via WebEx
David Gillette	Vice Chair	Present via WebEx
Matt McWilliams	Commissioner	Present via WebEx
Alex Matheson	Commissioner	Present via WebEx
Bill Smith	Commissioner	Present via WebEx
Steve Sossaman	Commissioner	Present via WebEx
Lea Spall	Commissioner	Present via WebEx

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

A. Open Meeting and Conflict of Interest Overview (Town Attorney, Mitesh Patel)

Town Attorney Mitesh Patel provided an overview of Arizona Open Meeting Law. He said that all deliberations must be in public at a meeting and itemized notices and agendas on all matters to be discussed at the meeting must be provided to the public. He summarized the elements of a meeting, quorums, violations of open meeting law and procedures for ratification. He discussed the use of technological devices and how this could lead to a quorum and cautioned commissioners on how to avoid splintering the quorum via email or other means.

Mr. Patel outlined Conflict of Interest as defined in A.R.S. 38-503 (A) & (B):

A. Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale or purchase.

B. Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

He explained substantial interest versus remote interest. He advised Commissioners to check with the Town Attorney in advance if they think there may be a conflict to determine if it is a remote or substantial conflict. Conflicts should be made known on the public record and the individual should not participate in the discussion if they have a substantial interest. Mr. Patel gave examples of exemptions to the Conflict of Interest Law and discussed penalties, defenses and how to protect oneself with prior written opinions from the Attorney.

B. Activity Update

Planning Administrator Erik Swanson provided an update on new single family home permits. In the month of December 181 new permits were issued. He said we closed 2020 with 1,985 new single family home permits which was an increase of 500 permits from 2019. He thanked the Commission for their service and wished them a Happy New Year.

4. Adjournment

The meeting adjourned at 7:09 pm.

TOWN OF QUEEN CREEK

Troy Young, Chair

ATTEST:

Joy Maglione, Deputy Town Clerk

I, Joy Maglione, do hereby certify that to the best of my knowledge and belief, the foregoing Minutes are a true and correct copy of the Work Study Session Minutes of the January 13, 2021 Work Study Session of the Queen Creek Planning Commission. I further certify that the meeting was duly called and that a quorum was present.

Passed and approved on: _____
THESE ARE DRAFT MINUTES AND ARE NOT APPROVED.