



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: February 10, 2021