



Draft Minutes
REGULAR MEETING
QUEEN CREEK PLANNING & ZONING COMMISSION
August 11, 2021
6:00 PM

1. **Call to Order**

The meeting was called to order at 6:02 p.m.

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

Troy Young	Chair	Present
David Gillette	Vice Chair	Present
Matt McWilliams	Commissioner	Present
Alex Matheson	Commissioner	Present
Bill Smith	Commissioner	Present
Jeff Nielsen	Commissioner	Absent
Lea Spall	Commissioner	Present

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@queencreek.org by 5:30 p.m. on August 11, 2021 (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 July 14, 2021 Planning Commission Meeting Minutes.

B. Discussion and Possible Action on P21-0049 Queen Creek 14 Preliminary Plat, a request by Bownman Consulting for Preliminary Plat approval of an approximately 13.9-acre, 19-lot residential subdivision, located east of Sossaman and north of Ocotillo roads (193rd Way alignment). (Erik Swanson, Planning Administrator)

Motion: To approve the Consent Agenda

1st: Matheson

2nd: Gillette

RESULT: Approved unanimously (6-0)

5. Public Hearing:

- A. Public Hearing and Possible Action on P21-0095 and P21-0096 Circle K at Riggs and Rittenhouse Conditional Use Permit and Site Plan**, a request from Jodi Hammill (Land Development Consultants LLC) for a Conditional Use Permit (CUP) for fuel sales and Site Plan approval on approximately 2.04 acres located at the northwest corner of Riggs and Rittenhouse roads. (Steven Ester, Planner II)

Planner Steven Ester presented the Circle K at Riggs and Rittenhouse Conditional Use Permit and Site Plan and pointed out the surrounding areas, location of the site and the existing zoning designations. Mr. Ester said the General Plan designation is Agritainment and this project is part of the approved Schnepf Farms Agritainment PAD and will incorporate agritainment and farmhouse style architecture.

Mr. Ester said the proposed project meets all C-2 (Commercial) development standards and CUP requirements and there are no deviations. The applicant is requesting a CUP for fuel sales and site plan approval for a 5,200 square foot store with eight gas pumps.

Mr. Ester presented the site plan and outlined the three (3) access points, landscaping plans and building elevations. He noted that the open space requirement is 15% and the applicant is providing 42%. Mr. Ester said the elevations will all have a farmhouse feel and the gas pumps will have wood trussing and stone columns for a rustic look.

Mr. Ester said a virtual neighborhood meeting was held with one attendee with questions regarding location and traffic signals. Since that time, staff has received one call and eight emails in opposition to the project from residents of the Harvest subdivision. Their opposition was based on safety, crime, noise and existing gas stations in the area. Mr. Ester said this item will go to Town Council on September 15, 2021 for final vote.

Commissioner Spall asked if the second entrance on Riggs Road would align with the shopping center on the other side of the street. Mr. Ester said it is a full access and said he imagines that it would align, but plans were not available yet.

Mike Scarborough, Land Development Consultants LLC, was in attendance on behalf of Circle K and said he was available to answer questions as well as representative from Circle K and landowner Mr. Schnepf.

The Commission had no further questions and had a positive comment on the building architecture.

Chair Young opened the public hearing. There were no further comments or questions and the public hearing was closed.

One comment card was received after the public hearing and it was included in the record from Tanner Crandell, 22873 E Marsh Road, Queen Creek. He was in favor of the project and he requested grass to be included along the street frontage.

Motion: To approve P21-0095 and P21-0096 Circle K at Riggs and Rittenhouse Conditional Use Permit and Site Plan subject to the outlined Conditions of Approval.

1st: Gillette

2nd: McWilliams

RESULT: Approved unanimously (6-0)

- B. Public Hearing and Possible Action on Case P21-0133 Town Initiated Annual Update to the 2018 General Plan Update**, a staff initiated annual update to provide a brief list of updates to the document's maps to reflect changes since its approval and provide additional clarification. (Sarah Clark, Senior Planner/Project Manager)

Senior Planner Sarah Clark outlined the proposed amendments to the 2018 General Plan. She explained that each year an annual review of the General Plan is conducted. She said the changes were all minor and there are no updates to the land use portion of the plan. She reviewed the minor changes to the maps, which were updated to reflect new growth. She said the next large scale update for the General Plan will follow the 10-year update time frame and will be in 2025 for adoption in 2028 (as required by State statute).

Ms. Clark outlined the steps in the public hearing process and said this is the second public hearing for the Commission and the Council had an introductory hearing on August 4, 2021. A final hearing will be on September 15, 2021 with Town Council.

Chair Young opened the public hearing. There were no comments from the Commission or the public and the public hearing was closed.

MOTION: To approve Case P21-0133 Town Initiated Annual Update to the 2018 General Plan Update.

1st: Spall

2nd: Smith

RESULT: Approved unanimously (6-0)

6. Final Action:

None.

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. Recent activity update

Planning Intern Laney Corey provided the following updates:

- July 21 Council Meeting - Town Council approved the Speedway CUP and Site Plan (7-0); approved Queen Creek 14 (6-1); and the Drive-thru CUP and amendment was continued.
- August 4 Council Meeting - Town Council held a public hearing and heard Case P21-0133 2018 General Plan Update; and approved the appointment of Planning Commissioner Jeff Nielsen and the reappointment of Commissioner David Gillette.
- Single family home permits issued for July totaled 196 (25% increase year to date).

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 6:21 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 August 11, 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
August 11, 2021

1. Call to Order

The meeting was called to order at 6:22 p.m.

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

Troy Young	Chair	Present
David Gillette	Vice Chair	Present
Matt McWilliams	Commissioner	Present
Alex Matheson	Commissioner	Present
Bill Smith	Commissioner	Present
Jeff Neilsen	Commissioner	Absent
Lea Spall	Commissioner	Present

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. Code Compliance/Neighborhood Preservation Division Update

Code Compliance and Neighborhood Preservation Supervisor Jon Andrews introduced himself and provided a brief background of his career as a retired police detective and six years in code compliance. His staff consists of one Senior Code Officer and one part time Code Officer (both with prior police and code enforcement experience). Mr. Andrews said that both he and his team are excited to be part of Queen Creek.

Mr. Andrews outlined the department mission statement and said the new approach being utilized by the department focuses on education, prevention and outreach. He said the theory is preventative rather than reactive and they will strive to build community trust. He said throughout the process there will be flexibility to provide extensions and to work with the customer. Mr. Andrews summarized the types of calls that Code Enforcement responds to and gave a brief anatomy of a code case from inception through completion.

The Commission welcomed Mr. Andrews and said they appreciated his law enforcement service. They asked what the biggest complaint is in Queen Creek. Mr. Andrews responded weeds, outside storage and RV parking. He followed up that the rules for RV parking allow 48 hours to load or unload and storage must be behind the fence (if it is even allowed by HOA). They asked how most

complaints are received. Mr. Andrews said mostly from neighbor complaints and we will work on doing a proactive approach as well.

The Commission asked who the civil hearing officer is for Queen Creek. Mr. Andrews said it is Justice of the Peace Goodman.

B. Training – General Plan Overview (Sarah Clark, Senior Planner/Project Manager)

Ms. Clark provided an overview of the four main parts of a General Plan which address 1) community vision 2) integration of existing Town plans 3) outlines allowable uses for undeveloped areas and 4) includes goals and strategies to ensure consistency.

Ms. Clark said there are also many elements or chapters of the General Plan that each have their own goals, strategies and actions. General Plan Elements include transportation; growth area; open space; environmental; land use; economic development; public safety; water; and cost of development. Ms. Clark said planners work on the land use element and she gave an in-depth overview of the nine different land use categories and the accompanying Land Use Zoning Requirements Table.

Ms. Clark outlined the process for new development applications and explained that all proposals are reviewed against the General Plan Land Use Map and the requirements. She explained the amendment process and requirements for Major Amendments and Minor Amendments to the plan. Major General Plan Amendments may only be submitted/heard once in a calendar year.

Ms. Clark concluded with the General Plan Administration process and said the plan must be updated every 10 years and be voted on at an election. The last Queen Creek Plan was ratified by voters in May 2018 with an 84% approval rating. Our next large scale update will begin in 2025 for a 2028 adoption by voters.

C. Upcoming Training (Erik Swanson, Planning Administrator)

Mr. Swanson said that training for the Commission has been on hold since Covid and now staff will resume training with the following tentative schedule:

- September – Additional General Plan training
- October – Residential Design Guidelines
- November – Commercial Design Guidelines
- December – Year-end review
- January 2022 – Anticipated text amendments

Mr. Swanson said the Commission could also request a specific training or topic and none of the dates are definitive. He said they will present on a market analysis that is being

completed for the Town by Elliot D. Pollack & Company once it becomes available. Commissioner Smith inquired about a possible Conditional Use Permit (CUP) discussion for September.

4. Adjournment

The meeting adjourned at 7:00 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 Work Study Session Minutes of the August 11, 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: