



MINUTES
WORK STUDY SESSION
QUEEN CREEK PLANNING & ZONING COMMISSION
December 8, 2021

1. Call to Order

The meeting was called to order at 7:14 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	Absent
Alex Matheson	Commissioner	Present
Bill Smith	Commissioner	Present
Jeff Neilsen	Commissioner	Present
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. Training – Site Plan Review Process

Planning Intern Laney Corey presented the Commission with a training on the Site Plan Review process. She outlined the timeline from pre-application submittal through approval/denial.

Ms. Laney said that staff has constant communication with the applicant throughout the review process. A Site Plan Review application that is less than or equal to ten acres can receive administrative approval/denial with certain exceptions. Sites larger than 10 acres would require a Planning & Zoning Public Hearing for a recommendation. After the Planning & Zoning Commission makes their recommendation, it goes to Town Council Public Hearing for final approval/denial.

Ms. Corey provided examples of recent projects and explained the levels of review and what staff looks for in regards to design standards, landscaping, parking and more.

B. Recent activity update

Planning Administrator Erik Swanson provided an overview of last month's cases and said Town Council approved them all.

He also provided a detailed year-end wrap-up for the Planning Department including annexations (4); major rezones (2); text amendments (3); and over 5,230 permits. The department attended twenty Town Council Meetings, eleven Planning & Zoning meetings and dozens of neighborhood meetings.

Mr. Swanson thanked the Commission for their time and preparation for the meetings throughout the year and said they provide a valuable service to the community. Mr. Swanson said he welcomes any feedback for Work Study topics at future meetings.

Commissioner Smith suggested topics relating to traffic concerns and water consumption and long-term water supplies.

The Commission thanked the Planning Department staff for their hard work.

C. Adjournment

The meeting adjourned at 7:27 p.m.

TOWN OF QUEEN CREEK

David Gillette, Vice Chair

ATTEST:

Joy Maglione, Deputy Town Clerk

I, Joy Maglione, do hereby certify that to the best of my knowledge and belief that these are the minutes of the December 8, 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: January 12, 2022