



MINUTES
WORK STUDY SESSION
QUEEN CREEK PLANNING & ZONING COMMISSION
February 9, 2022

1. Call to Order

The meeting was called to order at 8:17 p.m.

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

David Gillette	Chair	Present
Bill Smith	Vice Chair	Present
Matt McWilliams	Commissioner	Present
Alex Matheson	Commissioner	Present
Jeff Nielsen	Commissioner	Present
Lea Spall	Commissioner	Present
Troy Young	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. On-Camera Training and Meeting Etiquette (Cary Pfeffer, Communications Consultant)

Planning Administrator Swanson introduced Cary Pfeffer of ClearComm Consulting. Mr. Pfeffer provided a brief history of his experience working with governmental clients.

Mr. Pfeffer presented the Commission with best practices in managing meetings and tips for being on-camera. He provided key takeaways for understanding the public meeting process from the citizen's perspective. He focused on listening skills; preparation; consistency of meeting rules and providing clear communication and explanations to the public.

Discussion from the Commission was in regards to handling difficult situations that escalate during a meeting and the proper rules of order when making motions and voting.

B. Peak Staff Report and Agenda Management System (Maria Gonzalez, Town Clerk)

This item was continued to the next meeting.

C. 2022 major General Plan Amendments (Evan Balmer, Senior Planner)

Mr. Balmer updated the Commission on two pre-application requests for 2022 General Plan Amendments that are going through initial review. He outlined the timeline and key dates for General Plan Amendments and said the formal deadline for the amendments is March 7, 2022.

D. Adjournment

The meeting adjourned at 8:51 p.m.

MOTION: To adjourn

1st: Young

2nd: McWilliams

AYES: Gillette, Smith, Spall, Matheson, McWilliams, Nielsen, Young

RESULT: Approved (7-0)

TOWN OF QUEEN CREEK

David Gillette, 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 Feb 9, 2022 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: March 9, 2022