



## Minutes

### Planning & Zoning Commission - Work Study

Community Chambers, 20727 E. Civic Parkway

Wednesday, November 8, 2023

6:00 PM

#### 1) **Call to Order:**

The meeting was called to order at 6:00 p.m.

#### 2) **Roll Call:**

##### **PRESENT:**

Jeff Nielson

David Gillette

Leah Gumm

Aaron Ballard

Troy Young

Alex Matheson

##### **ABSENT:**

Spencer Hale

Commissioner Young and Vice-chair Nielsen attended virtually.

Chair Gillette joined the meeting at 6:15 virtually.

#### 3) **Items for Discussion:**

##### 3.A) Peak Software Training (Maria Gonzalez, Town Clerk)

Town Clerk Maria Gonzalez provided a demonstration of the Peak Agenda Management software. She showed the Commissioner how to view the published agenda and packet on the laptops on the dias and how to vote on an item using the iLegislate Voting System. The Commissioners practiced motions and voting using test agenda items set up for training purposes.

##### 3.B) General Plan Buffers and Transitions Update (Sarah Clark, Project Manager/Senior Planner)

###### Residential Buffers

Senior Planner Sarah Clark provided an update on the Residential Buffer Manual which is being developed as a supplemental report to the General Plan to

illustrate quality buffering strategies between differing development densities.

Ms. Clark outlined the seven categories in the General Plan Land Use Map (rural; neighborhood, commercial, industrial, urban, special districts and open space). She said that appropriate measures must be provided to create compatible transitions between surrounding communities using buffering methods.

Ms. Clark said the Buffering Manual will illustrate different types of buffering strategies that can help staff and developers incorporate possible buffer types into a project based on the application and the surrounding community. Buffering types were discussed in detail and include:

1. Compatible Lot Widths
2. Transitioning Lot Sizes/Densities
3. Setbacks
4. Open Space/Landscape
5. Roadways
6. Stepbacks and Line of Sight
7. Building Design/Construction Techniques
8. Building Heights
9. Nuisance Buffer and Use Restrictions

Ms. Clark said they gathered feedback from Council and the development community and the next steps are input from the Planning Commission tonight. A final draft will be compiled and will go to Commission and Council for final discussion and possible approval.

Commissioner Matheson asked if we received comments from residents due to the growth and increased development and if that is what initiated this proposal.

Ms. Clark said we received comments from different groups and the development community looking for assistance on what better defines a quality buffer and this document will help staff and developers identify ways to meet the General Plan requirements. She said that while neighbors have not expressed concerns about buffering strategies, there are concerns regarding compatibility and this will provide a visual guide that will be helpful.

- 3.C) [Robert's Rules, Open Meeting, and Making Motions: A Brief Introduction \(Scott Holcomb, Town Attorney\)](#)

[Open Meeting Law Presentation](#) 

Town Attorney Scott Holcomb provided information Open Meeting Law and conflicts of interest. He explained the elements of a meeting, quorums and gave examples of “splintering” the quorum using email, telephone, chat and other means of communication amongst members. He cautioned that if the communication involves public business, the public has a right to listen. He concluded with the consequences and penalties of violating Open Meeting Law.

Mr. Holcomb explained the powers and duties of the Planning Commission established by A.R.S. § 9-461.01(A). and outlined the criteria and evidence that Planning Commission decisions and recommendations should be based on. He concluded with an overview on voting procedures and how to make a motion and amended motions.

Mr. Holcomb reviewed conflicts of interest and defined a substantial interest and remote interest and explained the steps to take if a commissioner thinks there may be a conflict. He advised to always check with the Town Attorney for a determination if there is a conflict and the attorney will decide.

5) **Adjournment:**

<p><b>MOTION:</b> To adjourn <b>RESULT:</b> Approved unanimously (5-0) <b>MOVER:</b> Aaron Ballard <b>SECONDER:</b> Leah Gumm <b>AYES:</b> Jeff Nielson, Leah Gumm, Aaron Ballard, Troy Young, Alex Matheson <b>ABSENT:</b> David Gillette, Spencer Hale</p>
--

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, the foregoing Minutes are a true and correct copy of the Planning & Zoning Commission - Work Study Minutes of the November 8, 2023 Planning & Zoning Commission - Work Study of the Queen Creek Town Council. I further certify that the meeting was duly called and that a quorum was present.

Passed and approved on: December 13, 2023

