



**Minutes**  
**Planning & Zoning Commission**  
Community Chambers, 20727 E. Civic Parkway  
Wednesday, December 13, 2023  
6:00 PM

**REGULAR SESSION**

**1) Call to Order:**

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

**2) Roll Call:**

**PRESENT:**

Jeff Nielson  
David Gillette  
Spencer Hale  
Leah Gumm  
Aaron Ballard  
Troy Young  
Alex Matheson

**3) Pledge of Allegiance:**


**4) Public Comment:**


None.

**5) Consent Agenda:**

5.A) Consideration and possible approval of the October 11, 2023 Planning Commission meeting minutes and the November 8, 2023 Planning Commission Work Study Session meeting minutes.

**Department:** Development Services

[WS Minutes 11-08-23.pdf](#) 

[Minutes 10-11-23 DRAFT.pdf](#) 


5.B) Discussion and Possible Action on P23-0120 Lennar at Madera Phase 3 Residential Design Review. Lennar is requesting approval of six (6) new standard

plans three (3) elevations per plan to be constructed on 281 lots at the Madera subdivision, located south of Queen Creek Road and between Signal Butte and Meridian Road.

**Department:** Development Services

Staff Report 


1. Aerial.pdf 


2. Lennar at Madera Phase 3 RDR Submittal.pdf 

- 5.C) Discussion and Possible Action on P23-0128 Rittenhouse Commons 2 Residential Design Review. Greg Davis, of iPlan Consulting, is requesting approval of three (3) new standard plans with two (2) elevations each to be constructed within 41 single-family attached buildings (amounting to a total of 166 townhome units) in the Rittenhouse Commons 2 subdivision, located at the northeast corner of Rittenhouse and Sossaman roads.

**Department:** Development Services

Staff Report 

Aerial Exhibit.pdf 

Rittenhouse Commons 2 RDR Submittal.pdf 

**MOTION:** To approve the Consent Agenda.

**RESULT:** Approved unanimously (7-0)

**MOVER:** Leah Gumm

**SECONDER:** Alex Matheson

**AYES:** Jeff Nielson, David Gillette, Spencer Hale, Leah Gumm, Aaron Ballard, Troy Young, Alex Matheson


**6) Public Hearing:**


- 6.A) Public Hearing and Possible Action on P23-0079, P23-0078, and P23-0080 Circle K at Ellsworth and Ocotillo Rezone, Conditional Use Permit and Site Plan, a request from Jodi Hammill (Land Development Consultants LLC) to rezone approximately 0.64 acres from R1-43 to C-2 and for Site Plan and Conditional Use Permit approval for the expansion and redevelopment of an existing fuel station and convenience store for a new 5,200 square foot convenience store and 3,264 square foot fuel station on a 1.21 acre site located at the northeast corner of Ellsworth and Ocotillo roads.


**Department:** Development Services


Staff Report 

1. Aerial.pdf 

[2. General Plan Exhibit.pdf](#) 


[3. Current Zoning.pdf](#) 

[4. Proposed Zoning Exhibit.pdf](#) 

[5. Project Narrative.pdf](#) 

[6. Site Plan and Site Details.pdf](#) 

[7. Landscape Plan.pdf](#) 

[8. Elevations.pdf](#) 

[9. Neighborhood Meeting Summary.pdf](#) 

Senior Planner Sarah Clark presented the rezone, Conditional Use Permit and Site Plan for a new Circle K located at the northeast corner of Ellsworth and Ocotillo Roads. Ms. Clark said the existing convenience store and fuel station was constructed in 1989 before the Town incorporated. She said the applicant is proposing to demolish the existing building and rezone two adjacent parcels to allow for expansion of a new 5200 sf convenience store with 5 fuel pumps. She said the request in conformance with the General Plan.

Ms. Clark noted that the existing non-conforming pole signage will be removed and replaced with new signage that conforms to Town standards. She outlined the access points, elevations and landscape buffers. Buffer standards for landscaping will be updated and in conformance with Town standards and surrounding areas.

The Commission had questions in regards to the construction timelines; how employees will be effected during construction; and traffic.

Jodi Hamill, Project Coordinator at Land Development Consultants, LLC said the timeline for design is 6-12 months and construction is approximately 7 months. She said employees will be able to work at other stores during construction. She said the site will be fenced off during construction and there will be lane closures during construction.

Chair Gillette opened the public hearing. There were no comments and the public hearing was closed.

**MOTION:** To forward a recommendation of approval of P23-0079, P23-0078, and P23-0080 Circle K at Ellsworth and Ocotillo Rezone, Conditional Use Permit and Site Plan subject to the Conditions of Approval included in this report.

**RESULT:** Approved unanimously (7-0)

**MOVER:** Spencer Hale

**SECONDER:** Aaron Ballard

**AYES:** Jeff Nielson, David Gillette, Spencer Hale, Leah Gumm, Aaron Ballard, Troy Young, Alex Matheson

- 6.B) Public hearing and possible action on Cases P23-0024 and P23-0028 AT&T Monopalm at U-haul Conditional Use Permit, and Site Plan, a request for Site Plan and Conditional Use Permit approval for the construction of a new 80-foot tall monopalm cell tower within a 1200sq.ft. walled equipment compound

**Department:** Development Services

Staff Report 

Aerial.pdf 

General Plan.pdf 

Zoning.pdf 


Site Plan.pdf 

Photo Simulations.pdf 

Planner Mallory Ress presented the Conditional Use Permit and Site Plan for construction of a monopalm cell tower at U-Haul located east of the southeast corner of Ellsworth and Empire Boulevard. She outlined the site location and surrounding zoning and properties. Ms. Ress provided details of the site plan including access points, equipment location, elevations and landscaping. She said because of the proximity to residential a neighborhood meeting was held with no neighbors in attendance and no concerns or comments were received to date.

Chair Gillette had questions on the land acquisition and leasing process.

Applicant Marck Sawyer, Smart Link Group, representing AT&T explained the process for the site. He said a search ring of 2.5 miles is used and they try to place the pole as far away from residential as possible. He said in this case, U-Haul came up in the center of the search ring and they were contacted to see if they were interested. The next step included lease negotiations and the start of the Conditional Use Permit process.

Commissioner Young asked if others can attach to the pole. Mr. Sawyer said yes, but in this case it is approved for a single carrier. The Town would have to approve the design if another carrier would like to come on and if there were significant changes to the

pole.

Chair Gillette opened the public hearing. There were no comments and the public hearing was closed.

**MOTION:** To forward a recommendation of approval of cases P23-0024 and P23-0028 AT&T Monopalm at U-haul CUP and Site Plan, subject to the Conditions of Approval outlined in this report.

**RESULT:** Approved unanimously (7-0)

**MOVER:** Troy Young

**SECONDER:** Leah Gumm

**AYES:** Jeff Nielson, David Gillette, Spencer Hale, Leah Gumm, Aaron Ballard, Troy Young, Alex Matheson

**7) Final Action:**

None.

**8) Items for Discussion:**

None.

**9) Administrative Items:**

Planning Administrator Erik Swanson provided end-of-year updates for items reviewed by the Planning Department as follows:

Planning Applications - 167  
Pre-Apps - 55  
Text Amendments- 3  
Residential Design Reviews - 11  
Building Permits Reviews - 1953

Mr. Swanson said this totals about 2120 applications for the year (41 unique applications per week). He said this does not include re-submittals, project meetings, phone calls, or counter customers. He applauded his team for the enormous amount of work they process for one of the fastest growing towns in the country. He added that there were 113 single family home permits in November and this is 17% above last year. He thanked the Commissioners for their role and for their time throughout the year.

Development Services Director Brett Burningham said the Development Services Division includes Planning & Zoning, Engineering, Building, Code Enforcement and Administration and he shared some department highlights. He said as of November 2023 over \$1B in permit construction value have been collected and we continue to see over 100 families moving in to Queen Creek per month. He said the department as a whole has processed over 5,800 permits and applications. He said Code Enforcement issued 65 citations to help clean up properties with over 18 hearings.

He was appreciative of the planners on staff and thanked the Planning Commission with help on several controversial cases this past year. Mr. Burningham said the Building Safety Division performed over 79,000 inspections in 2023, and with five inspectors that averaged 60 inspections each per day. He said the Building Codes were updated and he reviewed some of the significant projects that are completed and are still in progress.

**10) Summary of Events from Members of the Commission and Staff:**

Chair Gillette thanked staff for the work they do for the Town of Queen Creek and said it does not go unnoticed. He also thanked the Commission and appreciated the mentorship he has received from his fellow commissioners and looks forward to 2024..

Commissioner Gumm thanked Chair Gillette for his professional demeanor throughout the year and particularly during controversial cases.

**11) Adjournment of the Regular Session.**

The Regular Session adjourned at 6:32 p.m.

**WORK STUDY SESSION**

**12) Call to Order:**

The meeting was called to order at 6:32 p.m.

**13) Roll Call:**

**PRESENT:**


Jeff Nielson  
David Gillette  
Spencer Hale  
Leah Gumm  
Aaron Ballard  
Troy Young  
Alex Matheson

**14) Items for Discussion:**

14.A) General Plan Buffers and Transitions Update (Sarah Clark, Senior Planner)

**Department:** Development Services

Staff Report 

Draft Residential Density Buffer Manual.pdf 

Senior Planner Sarah Clark presented an update on the General Plan Buffer and Transitions Manual. She said it is a follow up from her last presentation to get feedback and questions from the Commission.


She provided background information on the General Plan and the General Plan

Land use Requirement Table. She said the objective of the new manual is a supplement to the General Plan to provide an overview of the strategies that may be used as a guide to new development.

Ms. Clark provided detailed information and examples on the nine buffer types and buffer strategies. She explained the process and the benefits the new manual will provide to staff and the development community. She said it will also be a good resource for residents to better understand buffering. She concluded with a timeline and said the next steps are to complete the final draft and come back to the Commission and present to Council in January 2024.

The Commission discussed previous cases where buffering may have been an issue and how the buffering strategies could help in areas where there are complaints from residents.

Commissioner Hale asked if there was a buffering issue on a project and the developer met some of the new strategies could it be administratively approved. Ms. Clark said the buffering strategies are discussed as part of the rezoning process and all applications would still go to P&Z and Town Council no matter what.

Residential Buffers 

**15) Adjournment of the Work Study Session.**

The Work Study Session adjourned at 6:51 p.m.

TOWN OF QUEEN CREEK

\_\_\_\_\_  
David Gillette, Chair

ATTEST:

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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 Minutes of the December 13, 2023 Planning & Zoning Commission 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: \_\_\_\_\_