

**ARIZONA COMMERCE AUTHORITY
MUNICIPALITY TIME FRAMES ADVISORY COMMITTEE
PUBLIC MEETING MINUTES
Tuesday, November 5, 2024, at 11:00 A.M.
Arizona Commerce Authority
100 N. 7th Avenue, Suite 100, Phoenix, AZ 85007**

I. Call to Order and Roll Call

- II. Karyn MacVean, Committee Administrator, called the November 5, 2024, meeting of the Municipality Time Frames Advisory Committee to order at 11:02 a.m. The meeting was noticed and properly posted.

Karyn MacVean introduced herself as Committee Administrator, Senior Real Estate Coordinator at the Arizona Commerce Authority (ACA), and this initial meeting's facilitator. She recognized Leticia Martinez, present, taking meeting minutes.

Karyn MacVean proceeded with the roll call. A quorum of members confirmed present.

Advisory Committee Members Present:

Chad Heinrich
Alan Maguire
Kevin McCarthy
Jackson Moll
Danny Seiden

Advisory Committee Members Not Present: N/A

III. Welcome Remarks

Karyn MacVean welcomed committee members and guests, expressing her gratitude for attending the first meeting of the Municipality Time Frames Advisory Committee.

Karyn MacVean outlined important items to be discussed:

- Committee roles and responsibilities.
- Establishing term lengths through a lot-style selection process.
- Description of the development of the Municipality Time Frames Data Collection Survey and subsequent data submissions.

IV. Review of Committee Roles and Responsibilities

Karyn MacVean provided background on the formation of the committee sharing the new requirement of the ACA to collect statistical data related to average time periods for building permits, zoning applications, and plat recordation from every city, town, and county in the State and compile said information into an annual report for the preceding fiscal year.



Karyn MacVean noted the committee composition of five members, each appointed jointly by the President of the Senate and the Speaker of the House, will serve staggered terms of three to five years, with initial terms determined by a lot system and shared committee's primary role of providing recommendations to the ACA regarding support for economic development projects by municipalities and counties.

V. Conduct Lot-style Selection Process to Determine Length of Service for Each Committee Member

Karyn MacVean described the lottery selection process, where each committee member drew a slip of paper to determine their individual term length.

Chad Heinrich – 5-year term

Alan Maguire – 3-year term

Kevin McCarthy – 5-year term

Jackson Moll – 4-year term

Danny Seiden – 4-year term

VI. Review of Municipality Time Frames Data Collection Survey – Karyn MacVean

Karyn MacVean provided an overview of the Municipal Time Frames Data Collection Survey and expressed the ACA commitment to compliance with the statute as written.

VII. Committee to Provide Recommendations Related to Municipal and County Support for Economic Development Projects

Karyn MacVean opened the floor for questions and recommendations.

The Committee members shared their experience with the legislation, noting that the most significant feedback received focused on the time approval process. The Committee discussed investigating the reasons behind the delays in the application process and exploring whether anything could be done to address the issue.

The Committee discussed exploring the possibility of asking different questions to improve the accuracy of the report and suggested inviting municipalities and homebuilders to a committee meeting to better understand the data.

The Committee discussed discrepancies due to the fact cities might have interpreted the survey differently, which could lead to limitations in how certain columns were filled out. The Committee discussed opportunities to determine clearer definitions that would help address this issue.

Karyn MacVean acknowledged Municipalities had varying interpretations based on each city's, town's, and county's regulations and procedures. She clarified that the objective was to meet the statutory timeline, and municipalities were encouraged to submit any available information.

The Committee suggested that it would be valuable to include the City of Phoenix's terms in the discussion, as they differ from those of other municipalities, and mentioned asking both the industry and municipalities for input on which questions should be asked.

The Committee discussed the legislation which led to the formation of this committee.

VIII. Call to Committee Members for Future Agenda Items

Future agenda items include:

- Inviting municipalities and homebuilders for additional discussions with the Committee.
- With respect to the annual report and the committee's activities, and since the committee wasn't formed during the last fiscal year, that this fact would be reflected in the report.
- With respect to the meeting cadence, the committee members will determine the meeting schedule and there was a request to meet in the 1st week of December.
- Elect a chairman for the Committee, and this should be the first order of business at the next meeting.

IX. Call to the Public

Karyn MacVean made a call to the public, noting that committee members cannot discuss items that are not on the agenda.

No comments from the public.

X. Adjournment

Karyn MacVean called for motion to adjourn the meeting. Mr. Heinrich made the motion. Mr. Seiden seconded the motion. All committee members in favor. The meeting was adjourned at 11:49am.