

**ARIZONA COMMERCE AUTHORITY  
MUNICIPALITY TIME FRAMES ADVISORY COMMITTEE  
PUBLIC MEETING MINUTES**

Thursday, May 22, 2025 at 11:00 A.M.  
Arizona Commerce Authority and Zoom (Hybrid)  
100 N. 7<sup>th</sup> Avenue, Suite 100, Phoenix, AZ 85007

**I. Call to Order and Roll Call**

Karyn MacVean, Committee Administrator, called the May 22, 2025, meeting of the Municipality Time Frames Advisory Committee to order at 11:02 a.m. The meeting was noticed and properly posted.

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

**Advisory Committee Members Present:**

Chad Heinrich  
Alan Maguire (*virtual*)  
Kevin McCarthy  
Jackson Moll  
Danny Seiden (*virtual*)

**Advisory Committee Members Not Present:** N/A

**II. Call for a vote on the Chairperson for the Advisory Committee**

Karyn began the meeting by introducing the first agenda item: the selection of a chairman. Kevin McCarthy nominated Jackson Moll for chairman. The nomination was seconded by Chad Heinrich and unanimously approved by the group.

**III. Consent Agenda**

Chad Heinrich moved to approve the minutes from the previous meeting held on November 5, 2024. The motion was seconded by Chairman Kevin McCarthy and approved without objection.

**IV. ACA Staff Review and Discussion regarding the Municipality Time Frames Data Collection Survey for Fiscal Year 2025 – Shawn Neidorf, ACA Chief Opportunity & Research Officer, and Karyn MacVean, Senior Real Estate Coordinator**

Karyn MacVean presented the FY25 draft survey. New items include permit and zoning timelines, preliminary vs. final plats, and impact of legislative changes. Additional questions to be submitted by June 23. Survey to be sent July 1; responses due September 30; final report due end of year.

**V. Committee Discussion regarding Recommendations related to Municipal and County Support for Economic Development Projects**

The group discussed statutory recommendations for municipalities to support economic development.

**VI. Call to Committee Members for Future Agenda Items**



No new items proposed. Possible future topics include zoning finality and implications of post-approval plan changes.

**VII. Call to the Public**

The meeting was opened for public comment. No public comments were recorded.

The group agreed to reconvene in the fall once survey data has been collected. Karyn MacVean will keep members updated on responses from municipalities and ensure all are informed as results come in.

**VIII. Adjournment**

The meeting was adjourned at 11:29 AM following a motion by Chad Heinrich and seconded by Kevin McCarthy.

