

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

August 5, 2021 / 6:00 PM

**COUNCIL CHAMBERS
16000 North Civic Center Plaza
Surprise, AZ 85374**

CALL TO ORDER.

Chair Dennis Bash called the Planning and Zoning Commission Meeting to order at 6:00 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on August 5, 2021.

A. ROLL CALL

In attendance was Chair Dennis Bash, Vice Chair Kevin Sartor, Commissioner Ken Chapman, Commissioner Mitchell Rosenbaum, Commissioner Matthew Keating and Commissioner Dennis Smith.

STAFF PRESENT:

Ellen VanRiper, Chief Deputy City Attorney; Chris Boyd, Community Development Director; Lloyd Abrams, Assistant Director of Community Development; Robert Kuhfuss, Current Planner; Sergio Angulo, Current Planner; Trever Fleetham, Current Planner; Christina Sexton Current Planner and Ashley Labhart, Planning and Zoning Secretary.

COUNCIL MEMBERS PRESENT:

Councilman Hastings and Councilman Remley.

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

Mr. Boyd notified the Commissioners of the resignation of Scott Krous which was effective immediately and advised the application process seeking to fill the open seat on the Planning and Zoning Commission is currently underway.

Mr. Boyd also announced Community Development related staffing changes.

D. STAFF REPORT

None.

CALL TO THE PUBLIC:

Chair Dennis Bash opened the call to the public to discuss any items not listed on the agenda.

Barb Berrafato – Surprise, AZ – Conveyed concerns regarding a proposed high-density housing project and the potential impacts to the surrounding infrastructure and traffic.

Quintus Schulzke – Surprise, AZ – Conveyed concerns regarding a proposed high-density housing project and the potential impacts to nearby residents.

James Anderson – Surprise, AZ – Provided written comment with regard to zoning and traffic related to drive-thru business entities, and also provided comment regarding handicap park accessibility.
(Comment received via email, provided to Commissioners for review)

Hearing no additional requests, Chair Bash closed the call to the public.

Chair Bash announced a change in the order of agenda items and asked that item 6 and 7 be re-ordered, so that item 6 became the last agenda item of the evening to be voted on by the Commission, with the final two items being presentation and discussion only.

CONSENT AGENDA:

Item 1 – Internal – Consideration and action to approve or disapprove the July 15, 2021 Planning and Zoning Commission Minutes.

Commissioner Smith made a motion to approve the July 15, 2021, Planning and Zoning Commission Minutes as presented.

Commissioner Rosenbaum seconded the motion. Motion passes with 6 votes in favor.

Item 2 – Internal – Consideration and action to approve or disapprove the July 15, 2021 Planning and Zoning Commission Executive Session Minutes.

Commissioner Rosenbaum made a motion to approve the July 15, 2021, Planning and Zoning Executive Session Minutes as presented.

Commissioner Chapman seconded the motion. Motion passes with 6 votes in favor.

REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING:

ITEM: 3 – District 5- Consideration and action to approve or disapprove a Use-Only Conditional Use Permit for a new veterinary clinic to be located at 13839 W. Bell Road, Suite 109. (Case FS21-281)

Robert Kuhfuss, Current Planner, presented item 3 to the Commission.

Chair Bash opened the public hearing.

Hearing no requests, Chair Bash closed the public hearing.

Commissioner Keating made a motion approve the Conditional Use Permit for Companion Pet Partners, subject to stipulations “a” through “c” as identified in the staff report.

Commissioner Chapman seconded the motion. Motion passes with 6 votes in favor.

ITEM: 4 – Citywide - Consideration and action to recommend approval or disapproval of a proposed Text Amendment to Chapter 109 of the Surprise Land Development Ordinance regarding Class II Temporary Signs. (Case FS21-372)

Robert Kuhfuss, Current Planner, presented item 4 to the Commission.

Chair Bash opened the public hearing.

Hearing no requests, Chair Bash closed the public hearing.

The Commission discussed the following:

- Terminology

- Sign height

Vice Chair Sartor made a motion to recommend approval of the of the proposed Text Amendment to Chapter 109 of the Surprise Land Development Ordinance regarding Class II Temporary Signs to the City Council as presented.

Commissioner Rosenbaum seconded the motion. Motion passes with 6 votes in favor.

ITEM: 5 – District 5 - Consideration and action to approve or disapprove a Conditional Use Permit for the expansion of the existing Sierra Verde Self-Storage Facility, and Site Plan entitled “Sierra Verde Self Storage RV Addition” prepared by EAPC and received May 7, 2021, generally located north of Waddell Road and east of 140th Drive. (Case FS20-702)

Sergio Angulo, Current Planner, presented item 5 to the Commission.

Chair Bash opened the public hearing.

Hearing no requests, Chair Bash closed the public hearing.

The Commission discussed the following:

- Threshold
- Traffic
- Permission to exceed requirements
- Comparison to other storage facilities

Commissioner Keating made a motion to approve the Conditional Use Permit for the expansion of the existing Sierra Verde Self-Storage Facility, and Site Plan entitled “Sierra Verde Self Storage RV Addition” prepared by EAPC and received May 7, 2021, subject to stipulations “a” to “g” as memorialized in the staff report.

Commissioner Smith seconded the motion. Commissioner Chapman voted against. Motion passes with 5 votes in favor.

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:

ITEM: 6 – District 3 - Consideration and action to recommend approval or disapproval of a Preliminary Plat entitled “Preliminary Plat Unit H – Phase 3 – Toll at Prasada”. (Case FS21-080)

Trever Fleetham, Current Planner, presented item 6 to the Commission.

Vice Chair Sartor made a motion to recommend approval of the Preliminary Plat entitled “Preliminary Plat Unit H – Phase 3 – Toll at Prasada” subject to stipulations “a” through “c”.

Commissioner Chapman seconded the motion. Motion passes with 6 votes in favor.

ITEM: 7 – District 5 - Presentation and discussion with members of the Planning and Zoning Commission as it pertains to property within the Surprise Center Development Company (SCDC) PAD, generally located on the southwest corner of Bell and Litchfield Road. The main topic of discussion will be the review of specific procedural elements within the PAD.

Scott Phillips, Surprise Center Development Company (SCDC), presented item 7 to the Commission and requested feedback from the Commissioners.

The Commission discussed the following:

- Clear understanding of changes to warrant discussion with the Planning and Zoning Commission
- Order of development by proposed block

- Use determined parking
- Market driven vs conceptual
- Quarterly updates
- Inclusion of traffic and engineering feedback
- Benefit of a Master Plan Concept
- Community oversight
- Work Session opportunities
- Method of memorialization post-meeting discussion(s)
- Opportunity for input
- Water conservation efforts
- Approving entities
- Responsibility of the Commission
- Project vetting process
- Council approval of the proposed process going forward

ITEM: 8 – Internal - Presentation and discussion to review the FY21 Community Development and Planning and Zoning Commission activity.

Chris Boyd, Director of Community Development, presented item 8 to the Commission.

OTHER BUSINESS:

Item G – Other Business and Future Agenda Items.

None.

ADJOURNMENT:

Hearing no further business, Chair Bash called for a motion to adjourn. Commissioner Smith made a motion to adjourn, Commissioner Rosenbaum seconded the motion. All voted in favor.

Meeting adjourned at 7:48 P.M.

Dennis Bash
Planning and Zoning Commission Chair

The foregoing instrument is a full, true and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY: _____
Ashley Labhart, Commission Secretary

DATE: _____