

**CITY OF SURPRISE  
PLANNING AND ZONING COMMISSION**

**MEETING MINUTES**

**October 15, 2020 / 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 October 15, 2020.

**A. ROLL CALL**

In attendance was Chair Dennis Bash, Vice-Chair Matthew Keating, Commissioner Scott Krous, Commissioner Ken Chapman, Commissioner Dennis Smith and Commissioner Mitchell Rosenbaum. Commissioner Kevin Sartor participated remotely via conference call.

**STAFF PRESENT:**

Ellen VanRiper, Chief Deputy City Attorney; Chris Boyd, Community Development Director; Lloyd Abrams, Assistant Community Development Director; Shirley Phan, Current Planner; Joshua Mike, Long Range Planner and Ashley Labhart, Planning and Zoning Secretary.

**COUNCIL MEMBERS PRESENT:**

None.

**B. PLEDGE OF ALLEGIANCE**

**C. CURRENT EVENTS REPORT**

Mr. Boyd conveyed that per past discussions with the Planning and Zoning Commission about the processes utilized by other cities as it pertains to presentations being more applicant centric, Community Development staff have reached out to other cities and asked a series of questions in order to gain a better understanding of each cities specific structure and process when developing presentations. Currently the data that has been gathered is being compiled and prepared for distribution to the Commission. Once the information is complete, Director Boyd advised the information will be disseminated to the Commission for review.

**D. STAFF REPORT**

None.

**CALL TO THE PUBLIC:**

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

Hearing no comments, Chair Bash closed the call to the public.

**CONSENT AGENDA:**

**Item 1 – Internal – Consideration and action pertaining to approval or disapproval of the October 1, 2020 Planning and Zoning Commission Minutes.**

Commissioner Smith made a motion to approve the October 1, 2020, Planning and Zoning Commission Minutes as presented.

Commissioner Chapman seconded the motion. Motion passes with 7 votes in favor.

**REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING:**

**ITEM: 2 – District 3 - Consideration and action regarding the approval or disapproval of a Rezone from Community Commercial (CC) to Community Commercial with a Planned Unit Development (CC-PUD) Overlay, generally located north of Waddell Road and west of Reems Road. (Case FS19-674)**

Shirley Phan, Current Planner, presented item 2 to the Commission.

Sake Reindersma, Architect with SRA 360, was present and represented the applicant in this case. Mr. Reindersma was granted the opportunity by Chair Bash to respond to questions and comments from the Commission as it pertained to the project.

Chair Bash opened the public hearing.

Hearing no comments, Chair Bash closed the public hearing.

The Commission discussed the following:

- Parking

Commissioner Chapman made a motion to recommend approval of the proposed Rezone from Community Commercial (CC) to Community Commercial with a Planned Unit Development (CC-PUD) Overlay, subject to stipulations “A” and “B”.

Commissioner Krous seconded the motion. Motion passes with 7 votes in favor.

**ITEM: 3 – District 3 - Consideration and action regarding a Conditional Use Permit to allow a new Minor Vehicle Service Center, generally located north of Waddell Road and west of Reems Road. (Case FS19-674)**

Shirley Phan, Current Planner, presented item 3 to the Commission.

Sake Reindersma, Architect with SRA 360, was present and represented the applicant in this case. Mr. Reindersma was granted the opportunity by Chair Bash to respond to questions and comments from the Commission as it pertained to the project.

Chair Bash opened the public hearing.

Hearing no comments, Chair Bash closed the public hearing.

The Commission discussed the following:

- Parking

Commissioner Rosenbaum made a motion to approve the Conditional Use Permit to allow a new Minor Vehicle Service Center, generally located north of Waddell Road and west of Reems Road, subject to stipulations “A” through “H”.

Commissioner Chapman seconded the motion. Motion passes with 7 votes in favor.

## **REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:**

**ITEM: 4 – District 4 - Consideration and action regarding a proposed Site Plan to allow an existing commercial facility to be updated into a small design center on Parcel B of the Southey's Place Minor Land Division generally located north of Central Street and east of Dysart Road. (Case FS19-410)**

Shirley Phan, Current Planner, presented item 4 to the Commission.

The Commission discussed the following:

- Traffic circulation
- Entry and exit options

Vice Chair Keating made a motion to approve the Site Plan to allow an existing commercial facility to be updated into a small design center on Parcel B of the Southey's Place Minor Land Division generally located north of Central Street and east of Dysart Road, subject to stipulations "A" through "E".

Commissioner Smith seconded the motion. Motion passes with 7 votes in favor.

**ITEM: 5 – Citywide - Presentation and discussion regarding permitted land uses and Use Specific Standards within the proposed Land Development Ordinances.**

Joshua Mike, Long Range Planner, presented item 5 to the Commission.

Michael Maerowitz, Attorney with Gammage and Burnham Law Firm, was on the phone line and granted the opportunity by Chair Bash to provide input and feedback from a stakeholder perspective regarding the topic.

The Commission discussed the following:

- Traffic flow and circulation
- Outreach requirements for daycare facilities and funeral homes
- Traffic, lighting and noise factors
- Drones
- Commercial/industrial traffic implications
- Battery storage facilities
- Parking
- Drive-thru businesses
- Research and quantification

## **OTHER BUSINESS:**

**Item G – Other Business and Future Agenda Items.**

None.

## **ADJOURNMENT:**

Hearing no further business, Chair Bash made a motion to adjourn. Commissioner Rosenbaum seconded the motion.

Meeting adjourned at 7:30 P.M.

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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: 

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Ashley Labhart, Commission Secretary

DATE: 

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