

CITY OF SURPRISE

PLANNING AND ZONING COMMISSION WORKSHOP

12425 West Bell Road, Suite D-100

Surprise, Arizona 85374

March 18, 2008

MINUTES

Call to Order:

Vice Chair Somers called the Planning and Zoning Commission workshop meeting to order at 5:03 p.m. in the Surprise City Hall, 12425 West Bell Road, Suite D100, Surprise, Arizona 85374, on Tuesday, March 18, 2008.

In attendance with Chair Blair were Vice Chair Steve Somers, Commissioners Matthew Bieniek, Ken Chapman, John Hallin, Robert Rein, and Fred Watts.

PRESENTATION:

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Planner Dennis Dorch provided a brief overview of the planning application process, noting that the process is currently being reviewed and updated. He pointed out that all applications and process guides are listed on the city's website for the applicant's convenience.

In response to questions, Planner Dorch explained that most concerns are handled at the TAC (Technical Advisory Committee) meeting level. When department's have issues with a project,

they ask the applicant to respond with resolutions. It was emphasized that responses to TAC are evaluated and typically resolved prior to scheduling the project for Planning and Zoning Commission review and approval. Generally, a TAC meeting is scheduled within two weeks of submittal.

Planner Dorch talked about how each of the departments evaluate the project and submit their comments to the project manager through the city's Land Information System (LIS). Most all projects require notification to agencies such as Luke, ADOT, and schools. He also noted that there are specific projects that require that an outreach meeting be held and others are conducted at the director's discretion.

In response to inquiries, Planner Dorch stressed that Planning cannot approve a project at this time without a 100-year assurance of water. Water Services reviews every project submitted to Community Development. Acting Director Rice referred to the integrated water master plan, noting that developers are responsible for meeting the requirements of the plan. For better understanding of this plan, it was determined that a workshop could be held in the future to discuss the integrated water master plan.

Responding to various questions from Chair Blair, Planner Dorch indicated that developers typically have one year from date of approval to begin developing a site plan. However, if a property is rezoned, that is a land-use designation which never expires. He stressed that minor adjustments to most projects can be administratively approved after the Planning and Zoning Commission initial approval.

There was some discussion regarding the master sign program. Concerns were noted about some signage, specifically regarding safety issues where signs are placed. Commissioner Rein stressed that there is a difference in meeting code and being practical; he was concerned that the Commission does not vote on signage.

Planner Dorch indicated that planners will not typically bring a project forward without the developer addressing the schools. Agreements between the school and developer may be available to the Commission. Commissioners talked briefly about specific developments with issues regarding a school site, specifically in areas with sparsely populated areas.

In response to Chair Blair, Planner Dorch explained that Commissioners are encouraged to exercise independent judgment for each of the projects presented to them. Certainly, it is important to consider the staff recommendation. He also mentioned that if a Commissioner has a question regarding any of the projects on an agenda, they should contact the planner before the meeting for clarification.

Commissioner Rein requested that when contemplating workshop topics, it would be prudent to consider discussing roads and transportation.

Commissioner Hallin mentioned that it would be a good idea to have a bus tour of the city and its developments.

CONSIDERATION AND ACTION TO HOLD AN EXECUTIVE SESSION:

Pursuant to A.R.S. § 38-431.03(A)(3), the Planning and Zoning Commission may go into executive session with the City Attorney for legal advice on any item listed on the agenda.

There was no request made to call for an executive session.

ADJOURNMENT:

Hearing no further business, the Planning and Zoning Commission workshop meeting was adjourned on Tuesday, March 18, 2008, at 5:49 p.m.

STAFF PRESENT:

Assistant City Attorney Jim Gruber, Fire Marshall Doug Helbig, Assistant Fire Chief Clint Mills, City Planner Adam Copeland, City Planner Bart Wingard, City Planner Dennis Dorch, Planning and Development Services Berrin Nejad, Acting Community Development Director Kathy S. Rice, and Planning and Zoning Commission Secretary Carol Dager.

Kathy S. Rice, Acting Director

Community Development Department

CITY OF SURPRISE

PLANNING AND ZONING COMMISSION

12425 West Bell Road, Suite D-100

Surprise, Arizona 85374

March 18, 2008

REGULAR MEETING MINUTES

CALL TO ORDER

Chair Jan Blair called the Planning and Zoning Commission Meeting to order at 6:00 p.m.

at the Surprise City Hall, 12425 West Bell Road, Suite D100, Surprise, Arizona 85374, on Tuesday, March 18, 2008.

ROLL CALL

In attendance with Chair Blair were Vice Chair Somers, and Commissioners Matthew Bieniek, Ken Chapman, John Hallin, Robert Rein and Fred Watts.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

All items listed with an asterisk (*) are considered to be routine by the Planning and Zoning Commission and were approved by one motion. There was no separate discussion of these items during this meeting.

Chair Blair announced that Item 3 would be removed from the consent agenda.

Commissioner Rein made a motion to approve the **Consent Agenda**. Commissioner Chapman seconded the motion. The motion passed with a vote of 7 ayes.

- **Item 2*: Planning and Zoning Commission Minutes for March 4, 2008.**

Planning and Zoning Commission Workshop Minutes for February 19, 2008.

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT REPORT

Acting Community Development Director Kathy Rice commented that the next scheduled General Plan meetings are scheduled as follows:

March 22, 2008	10 a.m.	Nadaburg School
March 26, 2008	6 p.m.	Northwest Regional Library

She also noted that the City Council has passed several new ordinances. One of the new ordinances may affect how the city does business regarding conditional use permits. Another ordinance has established a Board of Adjustment that will hear appeals and does not include members of the City Council as board members.

AGENDA ITEM REMOVED FROM CONSENT

Item 3: RZ07-422 – Consideration and Action – Northwest Capital Holdings Commercial Development

Planner Copeland presented the project to the Commission. Staff recommended approval of **RZ07-422, Northwest Capital Holding Commercial Development**, subject to stipulations 'a' through 'c.'

Lamar Newmeyer, applicant, provided additional information about the project, specifically noting the intended uses of the site.

In response to Commissioner Hallin, Planner Copeland explained that more of the road structure will be brought forward with the site plan. Mr. Newmeyer noted that the disconnected portion of the parcel does not have an intended use at this time.

In response to Commissioner Watts, Mr. Newmeyer pointed out that the entire site is zoned C2.

In response to Vice Chair Somers, Planner Copeland indicated that he is not aware of any closures for 193rd Avenue.

Responding to Commissioner Rein's question, there was some discussion about the surrounding properties and the notification to the property owners regarding the rezoning of this project. It was noted that there was no objection from the surrounding property owners regarding the rezone.

In response to Chair Blair, Mr. Newmeyer explained that only one parcel is in escrow which was delayed until June for the rezoning of the project.

Chair Blair opened the meeting for public comment.

Susanne duPlessis, Wittmann, voiced the following concerns:

- Xeriscape landscaping.
- Lighted signs turned off at night.
- Amber lighting in parking lots.
- Western-style architecture.

Applicant noted that they are amicable to considering the requests. Planner Copeland stated that the concerns will be addressed at the various stages of the project.

Hearing no further comments from the public, Chair Blair closed the public hearing.

Vice Chair Somers made a motion to **approve RZ07-422, Northwest Capital Holding Commercial Development**, subject to stipulations 'a' through 'c.' Commissioner Chapman seconded the motion. The motion passed with a vote of 7 ayes.

REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING

Item 4: PP07-380 – Consideration and Action – Acoma Court

Planner Ferrell announced that the applicant has requested a continuation of **PP07-380, Acoma Court**.

Commissioner Rein made a motion to **continue PP07-380, Acoma Court, to April 1, 2008**. Commissioner Bieniek seconded the motion. The motion passed with a vote of 7 ayes.

Item 5: TA07-368 – Consideration and Action – Text Amendment to Chapter 125

Planner Adam Copeland presented the project to the Commission. Staff recommended approval of **TA07-368, Text Amendment to Chapter 125**, subject to stipulations 'a' through 'b.'

In response to Commissioner Watts, Planner Copeland explained that the majority of the updates are to make minor changes to Chapter 125. There is an addition to the requirements that notes that if an applicant cannot meet a requirement, they would need to present findings to the Planning and Zoning Commission or City Council for consideration.

Responding to Commissioner Bieniek, Planner Copeland noted that the turf in nonactive retention areas along Reems Road will not be removed at this time.

In response to Commissioner Chapman, Planner Copeland further explained the traditional and nontraditional landscape areas.

In response to Commissioner Hallin, Planner Copeland mentioned that to avoid buildings constructed with all metal, language indicating a percentage of how much metal can be used has been added. Discussion regarding research about crushed rock generating heat and the use of trees to provide shade. There was also discussion regarding streetscape and maintaining dark skies

Chair Blair opened the meeting for public comment.

Jim Olmsted, Chairman of the Disability Advisory Commission, voiced the following concerns:

- Pima County 2002 Ordinance regarding accessibility for new construction; cost just over \$300 per building.
- Would like to have this type of ordinance.

Hearing no further comments from the public, Chair Blair closed the public hearing.

Vice Chair Somers made a motion to **approve, TA07-368, Text Amendment to Chapter 125**, subject to stipulations 'a' and 'b.' Commissioner Chapman seconded the motion. The motion passed with a vote of 7 ayes.

OPEN CALL TO PUBLIC

Chairman Blair called to the public to discuss any issues not noted on the agenda.

Hearing no comments from the public, Chairman Blair closed the call to the public.

CURRENT EVENTS REPORT:

Chair Blair mentioned that she attended a meeting in Surprise where author Ruth Jordan provided a presentation about the history of her family in Arizona. During that presentation, it was noted that the first lawsuit in 1919 before the Arizona Supreme Court was about air pollution.

CONSIDERATION AND ACTION TO HOLD AN EXECUTIVE SESSION

Pursuant to A.R.S. § 38-431.03(A)(3), the Planning and Zoning Commission may go into executive session with the City Attorney for legal advice on any item listed on the agenda.

No request was made to call for an executive session.

ADJOURNMENT

Hearing no further business, Chairman Blair adjourned the regular Planning and Zoning Commission meeting, Tuesday, March 18, 2008, at 6:56 p.m.

STAFF PRESENT:

Assistant City Attorney Jim Gruber, Fire Marshall Doug Helbig, Assistant Fire Chief Clint Mills, City Planner Adam Copeland, City Planner Bart Wingard, City Planner Dennis Dorch, Planning and Development Services Berrin Nejad, Acting Community Development Director Kathy S. Rice, and Planning and Zoning Commission Secretary Carol Dager.

COUNCIL MEMBERS PRESENT: None

Kathy S. Rice, Acting Director

Community Development Department

Jan Blair, Chairman

Planning and Zoning Commission