

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

September 3, 2015 / 6:00 PM

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

CALL TO ORDER.

Chair Steve Somers 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 Thursday, September 3, 2015.

Chair Somers introduced the two new Planning and Zoning Commissioners, Shari C. Martin and Jim Ferguson.

A. ROLL CALL

In attendance were Chair Somers, Vice Chair Ken Chapman and Commissioners Jim Ferguson, Shari C. Martin, Jerry Hoyler and Mathew Keating. Commissioner Dennis Smith was absent.

STAFF PRESENT:

Community Development Director Eric Fitzer, Long Range Planning Manager Lloyd Abrams, Deputy City Attorney Donna Bronski, Neighborhood Services Interim Supervisor Jason Hughes, Neighborhood Services Program Coordinator Alicia Rubio, Planner Robert Kuhfuss and Planning and Zoning Commission Secretary Heather Donaldson.

COUNCIL MEMBERS PRESENT:

None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

D. STAFF REPORT

Community Development Director Eric Fitzer advised the Commission of a Community Workshop to discuss the General Plan Amendment taking place on Wednesday, September 9th at 6:00 p.m. at the Agua Fria Room – Cimarron Center located in Sun City Grand.

CALL TO THE PUBLIC:

None

CONSENT AGENDA:

No Items

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:

Item 1 – INTERNAL – Consideration and action on the July 23, 2015 Planning and Zoning Commission minutes.

Vice Chair Chapman made a motion to approve the Planning and Zoning Commission Minutes for July 23, 2015. Commissioner Ferguson seconded the motion. The motion passed with 5 yes votes, 1 abstention (Commissioner Martin) and 1 absence (Dennis Smith).

Item 2 – DISTRICT 6 – Consideration and action item regarding a site plan for Iris USA located at the southwest corner of Cactus Road and Solar Canyon Way within the Skyway Business Park.

Eric Fitzer, Community Development Director, presented the project to the Commission. Staff recommends approval of a Site Plan for IRIS USA.

The Commission discussed:

- Loading bays
- Hours of operation
- Fire lanes

Vice Chair Chapman made a motion to approve a Site Plan for IRIS USA subject to staff's recommended stipulations 'a' and 'b' as listed in the Staff Report. Commissioner Hoyler seconded the motion. The motion passed with 6 yes votes and 1 absence (Dennis Smith).

Item 3 – DISTRICT 4 – Consideration and action regarding a Comprehensive Sign Program Site Plan for the AZ TechCelerator located at 12425 W Bell Road.

Eric Fitzer, Community Development Director, presented the project to the Commission.

The Commission discussed:

- Square footage of current sign compared to proposed sign
- Difficulty in reading names of businesses on current sign
- Illumination of proposed sign
- Illumination adjustments of proposed sign

Vice Chair Chapman made a motion to approve a Comprehensive Sign Program Site Plan for the AZ TechCelerator. Commissioner Hoyler seconded the motion. The motion passed with 6 yes votes and 1 absence (Dennis Smith).

REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING:

Item 4 – CITYWIDE – Consideration and action of the Consolidated Annual Performance and Evaluation Report 2014-2015.

Jason Hughes, Interim Neighborhood Services Supervisor, presented the project to the Commission. Staff recommends approval of the CAPER 2014-2015.

Chair Somers opened the Call to the Public.

Hearing no comments, Chair Somers closed the Call to the Public.

The Commission discussed:

- Rollover of unexpended funds
- Allotment of 20% cap mandated by HUD in comparison to neighboring cities

Commissioner Hoyler made a motion to approve the Consolidated Annual Performance and Evaluation Report 2014-2015. Commissioner Ferguson seconded the motion. The motion passed with 6 yes votes and 1 absence (Dennis Smith).

OTHER BUSINESS:

Item 5 – INTERNAL - Discussion for future agenda items.

Vice Chair Chapman requested to have a staff orientation for the two new members of this Commission as well as the current members of general information and the general plan.

Donna Bronski, Deputy City Attorney, advised the Commission that there will be a Commission briefing on open meeting laws and other laws that apply to public bodies in October, and she will have the date available for the Commission at their next regularly scheduled meeting.

ADJOURNMENT:

Hearing no further business, Chair Somers adjourned the Planning and Zoning Commission meeting at 6:33 p.m.

Eric Fitzer
Community Development Director

Steve Somers, Chair
Planning and Zoning Commission

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:

Heather Donaldson, Commission Secretary

DATE: