

CITY OF SURPRISE

PLANNING AND ZONING COMMISSION 16000 North Civic Center Plaza Surprise, AZ 85374

January 8, 2015

MEETING MINUTES

CALL TO ORDER

Chair Steve Somers called the Planning and Zoning Commission Meeting to order at 6 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on Thursday, January 8, 2015.

ROLL CALL

In attendance were Chair Somers, Vice Chair Ken Chapman and Commissioners Peter Pervi, Dennis Smith, Matthew Bieniek and Mathew Keating. Commissioner Jerry Hoyler was absent.

PLEDGE OF ALLEGIANCE

CURRENT EVENTS REPORT

STAFF REPORT

Community Development Director Eric Fitzer introduced new Commissioner Mathew Keating. He also advised the Commission of upcoming Public meetings for the Major General Plan Amendment as well as the Original Town Site Heritage District and the Public Arts Master Plan. He further advised of a Special Planning and Zoning Commission meeting to take place on Thursday, January 22, 2015 and a Joint Session with Council and the Planning and Zoning Commission to take place on Tuesday, February 3, 2015 during the Council Work Session in regards to the Major General Plan Amendment.

CALL TO THE PUBLIC

Chair Somers called to the public to discuss any issues not noted on the agenda. Hearing no comments, Chair Somers closed the call to the public.

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.

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING

- **Item 1: Consideration and Action – Planning and Zoning Commission Minutes for December 4, 2014.**

Commissioner Smith made a motion to approve the **Planning and Zoning Commission Minutes for December 4, 2014.** Vice Chair Chapman seconded the motion. The motion passed with 6 yes votes and 1 absent vote (Hoyler).

- **Item 2: Consideration and action on the 2015 Planning and Zoning Commission Work Program Calendar.**

Eric Fitzer, Director, presented the Commission with the 2015 Work Plan/Calendar and advised that this year there will be a great number of planning processes in place and as such there may be a need to have two Planning and Zoning Commissions each month.

Commissioner Bieniek made a motion to approve the 2015 Planning and Zoning Commission Work Program Calendar. Commissioner Pervi seconded the motion. The motion passed with 6 yes votes and 1 absent vote (Hoyler).

- **Item 3: Consideration and action on a site plan for The Pottery Place Warehouse generally located on the northwest corner of Norwich Drive and the Grand Avenue Frontage Road.**

Planner Hobart Wingard presented the project to the Commission. Staff recommended approval of a site plan for The Pottery Place Warehouse retail facility subject to Condition ‘a’ of the staff report.

The Commission had some discussion regarding

- Size of the building (covered area)
- Access points (frontage road)
- Number of employees and parking (their vehicles)
- Storage of pallets, etc. as to not encroach on sightline of residential neighborhood around the property
- Additional trees and shrubs (shade and buffer to neighboring community)

Vice Chair Chapman made a motion to approve a site plan for The Pottery Place Warehouse retail facility and to adopt staff’s finding and condition ‘a’ as listed in the staff report. Commissioner Bieniek seconded the motion. The motion passed with 6 yes votes and 1 absent vote (Hoyler).

Item 4 was presented after item 5.

REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING

- **Item 5: Consideration and action on a renewal of a Conditional Use Permit for an ATT Wireless Communications Facility located at 19783 North Remington Drive at the Sun City Grand Desert Springs Golf Club.**

Planner Hobart Wingard presented the project to the Commission. Staff recommended approval of the project.

Chair Somers opened the Call to the Public.

A resident asked how many more poles were going to be put in. Planner Wingard advised that this was just going to be an update to an existing pole with a larger antenna.

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

Commissioner Pervi made a motion to approve a renewal of a Conditional Use Permit for an AT&T Wireless Communications Facility located at 19783 North Remington Drive and to adopt staff's findings as listed in the staff report. Commissioner Smith seconded the motion. The motion passed with 6 yes votes and 1 absent vote (Hoyler).

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING (continued as items taken out of order)

- **Item 4: Presentation and discussion regarding a proposed Zoning Text Amendment pertaining to Assisted Living Facilities.**

Chair Somers commented that this item was noticed at a stakeholder meeting to occur at 7:00 p.m. and it is currently 6:19 p.m. He requested an opinion from the City Attorney as to whether the meeting should be recessed until 7:00 p.m. or to move forward. City Attorney Donna Bronski advised that the meeting was properly noticed and the Commission can choose to move forward if they choose to and see what time the presentation and questions end. Director Eric Fitzer also advised the Commission that this is a discussion only item and staff will come before the Commission requesting action at a later date. The Commission unanimously agreed to move forward with the item at this time.

Planner Robert Kuhfuss presented the proposed Zoning Text Amendment pertaining to Assisted Living Facilities to the Commission and advised that staff was making no recommendations at this time as this is a discussion item only.

The Commission had some discussion regarding

- Grandfathered homes that fall within the existing 600 foot requirement
- The sale of assisted living facilities (change in ownership) and grandfathered in status
- Language within the Personal Care Services section

Chair Somers opened the Call to the Public:

Nunzio Howard, Surprise resident, expressed concerns over certain aspects of the proposed zoning text amendment.

William Burnette, Surprise resident, expressed concerns over certain aspects of the proposed zoning text amendment.

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

OTHER BUSINESS

- **Item 6: Discussion for future agenda items.**

None

ADJOURNMENT

Hearing no further business, Chair Somers adjourned the Planning and Zoning Commission meeting at 6:54 p.m.

STAFF PRESENT:

Community Development Director Eric Fitzer, Deputy City Attorney Donna Bronski, Assistant Department Director Chris Boyd, Planner Hobart Wingard, Planner Robert Kuhfuss, Planner Jackie Keller and Planning and Zoning Commission Secretary Heather Donaldson.

COUNCIL MEMBERS PRESENT:

None

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: _____