

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

September 1, 2016 / 6:00 PM

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

CALL TO ORDER.

Chair Ken Chapman 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 1, 2016.

A. ROLL CALL

In attendance were Chair Ken Chapman, Vice Chair Matthew Keating and Commissioners, Dennis Smith, Shari Martin, and Steve Somers. Commissioners Jim Ferguson and Jerry Hoyler were absent.

STAFF PRESENT:

Community Development Director Eric Fitzer, Deputy City Attorney Donna Bronski, Planner Hobart Wingard, Planner Robert Kuhfuss, Planning and Zoning Commission Secretary Lorraine Nevarez and Heather Donaldson, Planning Project Coordinator.

COUNCIL MEMBERS PRESENT:

None.

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

D. STAFF REPORT

Eric Fitzer, Director, advised the Commission that the meeting on Thursday, September 15th will be canceled. The Commission will resume on Thursday, October 6, 2016.

CALL TO THE PUBLIC:

Chair Chapman opened the call to the public to discuss any items not listed on the agenda. Hearing no comments, Chair Chapman closed the call to the public.

CONSENT AGENDA:

No items.

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:

Item 1 – Internal – Consideration and action pertaining to approval of the August 4, 2016 Planning and Zoning Commission minutes.

Commissioner Smith made a motion to approve the August 4, 2016 Planning and Zoning Commission minutes. Commissioner Somers seconded the motion. The motion passes with 5 votes in favor and 2 absent.

Item 2 – DISTRICT 5 – Presentation and action item regarding an Amended Site Plan for Panera Bread.

Hobart Wingard, planner, presented item 2 to the Commission.

The Commission discussed:

- The landscaped area
- Striping and resurfacing the parking lot
- Stacking of vehicles
- Sidewalks and safety of pedestrians

Commissioner Somers made a motion to approve the Amended Site Plan proposed for Panera Bread Café with the condition of resurfacing and restriping the parking lot prior to the receipt of certificate of occupancy. Commissioner Martin seconded the motion. The motion passes with 5 votes in favor and 2 absent.

REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING:

Item 3 – DISTRICT 5 – Consideration and action regarding a Conditional Use Permit for Ono Hawaiian BBQ.

Robert Kuhfuss, planner, presented item 3 to the Commission.

The Commission discussed:

- Drive through signage
- Drive through lanes
- Parking ratio and requirements
- Modifying code to reflect parking issues
- Circulation of traffic

Chair Chapman opened the call to the public for item 3.

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

Vice Chair Keating made a motion to approve the Conditional Use Permit for Ono Hawaiian BBQ subject to stipulations “a” through “c” as listed in the staff report. Commissioner Martin

seconded the motion. The motion passes with 4 votes in favor, 1 vote against and 2 absences.

Item 4 – District Citywide – Consideration and action approving the Consolidated Annual Performance and Evaluation Report 2015-2016.

Alicia Rubio, Neighborhood Services Program Coordinator, presented item 4 to the Commission.

The Commission discussed:

- Using all funds in the allotted time
- Senior parking lot improvements
- Relocating funds

Chair Chapman opened the call to the public for item 4.

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

Commissioner Somers made a motion to approve the Consolidated Annual Performance and Evaluation Report 2015-2016. Commissioner Smith seconded the motion. The motion passes with 5 votes in favor and 2 absences.

OTHER BUSINESS:

Item 4 – INTERNAL - Discussion pertaining to future agenda items.

Chair Chapman recognized Steve Somers and Jerry Hoyler because this is their last meeting as their terms are expiring. Chair Chapman thanked Steve Somers for his 10 years of service during which he served as Chair and Vice Chair of this Commission. Chair Chapman thanked Jerry Hoyler for his 4 years of service to this commission. The Commission is appreciative of their commitment and contributions made to this Commission and the City of Surprise.

Chair Chapman would like to have an Orientation Workshop for the new commission members.

Vice Chair Keating notes soon the commission will review the City of Surprise Landscaping Requirements. He references and asks the commission to ruminate the landscaping of the completed Water Department project. As the commission reviews more and more projects, it will need to consider public appeal and forming a grand image for the city.

ADJOURNMENT:

Hearing no further business, Chair Chapman adjourned the Planning and Zoning Commission meeting at 6:57 p.m.

Eric Fitzer
Community Development Director

Ken Chapman
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: _____
Lorraine Nevarez, Commission Secretary

DATE: _____