

**CITY OF SURPRISE  
PLANNING AND ZONING COMMISSION**

**MEETING MINUTES**

**May 19, 2016 / 6:00 PM**

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

**CALL TO ORDER.**

Vice Chair Matthew Keating 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, May 19, 2016.

**A. ROLL CALL**

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

**STAFF PRESENT:**

Community Development Director Eric Fitzer, Deputy City Attorney Donna Bronski, Planner Hobart Wingard, Planner Sergio Angulo, Project Coordinator Jamie Sullivan and Planning and Zoning Commission Secretary Deb Perry.

**COUNCIL MEMBERS PRESENT:**

None

**B. PLEDGE OF ALLEGIANCE**

**C. CURRENT EVENTS REPORT**

**D. STAFF REPORT**

None

**CALL TO THE PUBLIC:**

Vice Chair Keating opened the call to the public to discuss any issues not noted on the agenda. Hearing no comments, the call to the public was closed.

**CONSENT AGENDA:**

No Items

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

### **Item 1 – Internal – Consideration and action pertaining to approval of the May 5, 2016 Planning and Zoning Commission minutes.**

Commissioner Smith made a motion to approve the May 5, 2016 Planning and Zoning Commission minutes. Commissioner Martin seconded the motion. The motion passed with 5 votes in favor and 2 absent (Chapman, Somers).

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

### **Item 2 – DISTRICT 6 – Consideration and action regarding a Conditional Use Permit for a two (2) tenant building with a drive-thru facility for a Dunkin' Donuts located on the south side of Waddell Road, west side of Litchfield Road, within the Marley Park PAD zoning district.**

Sergio Angulo, Planner, presented the project to the Commission.

Vice Chair Keating opened the call to the public. Hearing no comments, the call to the public was closed.

The commission had questions regarding:

- Number of parking spaces
- Proposed retail space

Commissioner Hoyler made a motion to approve the Conditional Use Permit for Dunkin' Donuts subject to stipulations 'a' through 'c' as listed in the staff report. Commissioner Ferguson seconded the motion. The motion passed with 5 votes in favor and 2 absent (Chapman, Somers).

### **Item 3 – DISTRICT 5 – Consideration and action regarding a Comprehensive Sign Program for Shops at Surprise, generally located on the southeast corner of Bell and Litchfield Roads.**

Hobart Wingard, Planner, presented the project to the Commission.

Vice Chair Keating opened the call to the public. Hearing no comments, the call to the public was closed.

Commissioner Smith had questions about other signs in the area and if this sign program was an exception. Planner Wingard stated that it was an exception to the code, as were some others in the area.

Commissioner Hoyler made a motion to approve the Shops at Surprise Comprehensive sign Program as presented by staff. Vice Chair Keating seconded the motion. The motion passed with 4 votes in favor, 1 against (Smith) and 2 absent (Chapman, Somers).

**Item 4 – CITYWIDE – Consideration and action regarding a proposed amendment to the Surprise Municipal Code Chapter 122, Article 11, Sections 122-115, 122-116, 122-117, 122-118, and 122-119, and adding some new sections to Division 11, “Land Divisions.”**

Hobart Wingard, Planner, presented the project to the Commission.

Vice Chair Keating opened the call to the public. Hearing no comments, the call to the public was closed.

Vice Chair Keating made a motion to recommend approval to the Mayor and City Council a zoning text amendment for Article 11 of the SUDC regarding Land Divisions. Commissioner Smith seconded the motion. The motion passed with 5 votes in favor and 2 absent (Chapman, Somers).

**OTHER BUSINESS:**

**Item 7 – INTERNAL - Discussion pertaining to future agenda items.**

Commissioner Ferguson would like to discuss parking calculations and ADA requirements.

**ADJOURNMENT:**

Hearing no further business, Vice Chair Keating adjourned the Planning and Zoning Commission meeting at 6:29 p.m.

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Eric Fitzer  
Community Development Director

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Matthew Keating  
Planning and Zoning Commission Vice 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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Deb Perry, on behalf of the Commission Secretary

DATE:

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