

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

May 2, 2024 / 6:00 PM

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

CALL TO ORDER.

Chair Holland 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 March 21, 2024.

A. ROLL CALL

In attendance were, Chair Holland, Commissioner Dennis Bash, Commissioner Mitchell Rosenbaum, Commissioner Matthew Keating, and Commissioner Dennis Smith. Vice Chair Ken Chapman and Commissioner Jay Leonard had an excused absence.

STAFF PRESENT:

Jeffrey Murray, Deputy City Attorney; Lloyd Abrams, Director of Community Development; Tiffany Copp, Assistant Director of Community Development; Jason Moquin, Planning Manager; Leslie Carnie, Current Planner; Trevor Fleetham, Current Planner; and Alyssa Carpenter, Planning and Zoning Secretary.

COUNCIL MEMBERS PRESENT:

None.

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

None.

D. STAFF REPORT

None.

CALL TO THE PUBLIC:

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

CONSENT AGENDA:

Item 1 – Internal – Consideration and action to approve or disapprove the March 21, 2024, Planning and Zoning Commission Regular Meeting Minutes.

Commissioner Bash made a motion to approve the March 21, 2024, Planning and Zoning Commission Regular Meeting Minutes. Commissioner Rosenbaum seconded the motion. Chair Holland abstained. Motion passed with 4 votes in favor.

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 2 – District 5 – Consideration and action regarding a Conditional Use Permit (CUP) with Site Plan for an Express Oil Minor Automotive Repair Facility generally located north of the northwest corner of Litchfield Road and Waddell Road. Case FS23-0883.

Leslie Carnie, Current Planner, presented item 2 to the Commission.

Chair Holland opened the public hearing.

Hearing no further requests, Chair Holland closed the public hearing.

The Commission discussed the following:

- Monument signage

Commissioner Bash motioned to approve the Express Oil CUP with Site Plan, Case #FS23-0883, subject to stipulations 'a' through 'e' as memorialized in the staff report. Commissioner Rosenbaum seconded the motion. Motion passed with 4 votes in favor.

Item 3 – District 5 – Consideration and action regarding a Conditional Use Permit (CUP) with Site Plan for Starbucks drive-through generally located north of the northwest corner of Litchfield Road and Waddell Road. Case #FS23-0853.

Leslie Carnie, Current Planner, presented item 3 to the Commission.

Chair Holland opened the public hearing.

Hearing no further requests, Chair Holland closed the public hearing.

The Commission discussed the following:

- None

Commissioner Keating motioned approve the Starbucks Shell at Litchfield Place CUP with Site Plan, case #FS23-0853, subject to stipulations 'a' through 'e' as memorialized in the staff report. Commissioner Bash seconded the motion. Motion passed with 5 votes in favor.

Item 4 – District 5 – Consideration and action regarding a Comprehensive Sign Program (CSP) for the Litchfield Place commercial development, generally located north of the northwest corner of Litchfield Road and Waddell Road. Case #FS23-0853

Leslie Carnie, Current Planner, presented item 4 to the Commission.

Chair Holland opened the public hearing.

Hearing no further requests, Chair Holland closed the public hearing.

The Commission discussed the following:

- None

Commissioner Keating motioned to recommend approval of the Comprehensive Sign Program for Litchfield Place, Case FS23-0853, subject to stipulations 'a' and 'b' as outlined in the staff report. Commissioner Bash seconded the motion. Motion passed with 5 votes in favor.

REGULAR AGENDA ITEM – NON-PUBLIC HEARING:

Item 5 – District 1 – Consideration and action pertaining to the Preliminary Plat entitled “Preliminary Plat for Nobella Phase 1A” dated February 20, 2024, a property generally located west of 155th Avenue and north of Jomax Road. Case FS23-0811.

Trever Fleetham, Current Planner, presented item 5 to the Commission.

The Commission discussed the following:

- Acreage and density of phases
- Access for Jomax road
- Amenity construction timeline

Commissioner Rosenbaum motioned to approve the Preliminary Plat entitled “Preliminary Plat for Nobella Phase 1A,” Case #FS23-0811, subject to stipulations “a” through “h” as memorialized in the staff report. Commissioner Keating seconded the motion. Motion passed with 5 votes in favor.

OTHER BUSINESS AND FUTURE AGENDA ITEMS:

None

ADJOURNMENT:

Hearing no further business, Chair Holland called for a motion to adjourn. Commissioner Bash made a motion to adjourn; Commissioner Rosenbaum seconded the motion. All voted in favor.

Meeting adjourned at 6:26 pm


Jared Holland
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: 
Alyssa Carpenter, Planning and Zoning Secretary

DATE: 5/16/24