

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

August 15, 2024 / 6:00 PM

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

CALL TO ORDER.

Vice Chair 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 August 15, 2024.

A. ROLL CALL

In attendance were, Commissioner Dennis Bash, Commissioner Jay Leonard, Commissioner Anthony Spata, Commissioner Kevin Perry, Vice Chair Ken Chapman, and Chair Jared Holland (joined the meeting at 6:10 p.m.). Commissioner Matthew Keating had an unexcused absence.

STAFF PRESENT:

Jeffrey Murray, Deputy City Attorney; Bianca Cortez, Assistant City Attorney; Lloyd Abrams, Director of Community Development; Trever Fleetham, Senior Planner; Jani Wertin, Current Planner; and Patricia Rademacher, Administrative Specialist.

COUNCIL MEMBERS PRESENT:

- None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

- 2040 General Plan passed

D. STAFF REPORT

- None

CALL TO THE PUBLIC:

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

CONSENT AGENDA:

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

Item 1 was initially called prior to Chairman Holland's arrival but no legal action could be taken due to the lack of a quorum of the members attending the August 2, 2024, Planning and Zoning Commission meeting.

REGULAR AGENDA ITEM – NON-PUBLIC HEARING:

Item 2 – Internal – Presentation Open Meeting Law and Conflicts of interest

Bianca Cortez, Assistant City Attorney, presented Item 2 to the Commission.

The Commission discussed the following:

- None

CONSENT AGENDA:

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

Item 1 was recalled after Chair Holland's arrival. Vice Chair Chapman made a motion to approve the August 1, 2024, Planning and Zoning Commission Regular Meeting Minutes. Commissioner Leonard seconded the motion. Motion passed with 4 votes in favor. Commissioner Perry and Commissioner Spata abstained.

REGULAR AGENDA ITEM –PUBLIC HEARING:

Item 3 – District 1 – Consideration and action regarding a Conditional Use Permit (CUP) with Site Plan for a drive-through teller machine, located at the northwest corner of Pat Tillman Boulevard and 163rd Avenue, zoned Asante Planned Area Development (PAD), case # FS24-0136.

Jani Wertin, 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:

- Queuing study
- Permitting requirements for CUP/Site Plans
- Traffic flow in shopping center
- Traffic volume
- Queuing time/stacking of vehicles
- Circulation of vehicle traffic
- Possible alternate location for Bank
- Options on motion for this matter

Chair Holland made a motion to continue this item to the September 5, 2024, meeting, Vice Chair Chapman seconded the motion. Motion passed with 6 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 Leonard seconded the motion. All voted in favor.

Meeting adjourned at 6:35 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:



Patricia Rademacher, Administrative Specialist

DATE:

9/5/2024