

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

December 5, 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 December 5, 2024.

A. ROLL CALL

In attendance were, Commissioner Kevin Perry, Commissioner Anthony Spata, Chair Jared Holland, Vice Chair Ken Chapman, Commissioner Matthew Keating, and Commissioner Dennis Bash. Commissioner Jay Leonard had an excused absence.

STAFF PRESENT:

Jeffrey Murray, Deputy City Attorney; Lloyd Abrams, Director of Community Development; Tiffany Copp, Assistant Director, Mindy Davis, Assistant Director, Renee Puig-Hink, Administrative Specialist, Sr.

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.

- None

Chair Holland closed the call to the public.

CONSENT AGENDA:

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

Commissioner Keating made a motion to approve the November 21, 2024, Planning and Zoning Commission Regular Meeting Minutes as presented. Vice Chair Chapman seconded the motion. Chair Holland abstained. Motion passed with 5 votes in favor.

REGULAR AGENDA ITEM –PUBLIC HEARING:

Item 2 – Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code in conformance with recent legislative updates. Case FS24-1421.

Tiffany Copp, Assistant Director, and Mindy Davis, Assistant Director, presented item 2 to the Commission.

Chair Holland opened the public hearing.

- None

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

The Commission discussed the following:

- Low to moderate income determination
- Criteria qualifying economically or functionally obsolete buildings
- Design requirements of Accessory Dwelling Units (ADU)
- Rezoning procedures
- Requirements by developers for the rezoning process
- Transparency for public participation and input

Commissioner Keating made a motion to recommend approval of Zoning Text Amendment for Legislative Updates, Case # FS24-1421. Commissioner Perry seconded the motion. Motion passed with 6 votes in favor.

Item 3 – Consideration and action pertaining to a Zoning Text Amendment (ZTA) to the Surprise Municipal Code and Land Development Ordinances for Administrative Plat Approvals. Case FS24-1407.

Tiffany Copp, Assistant Director, and Mindy Davis, Assistant Director, presented item 3 to the Commission.

Chair Holland opened the public hearing.

- None

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

The Commission discussed the following:

- Transparency for public participation and input
- Benefits of retaining oversight and input of PrePlats
- Fully administrative approval creates an expedited process and provides cost savings for the developer
- Final Plat has to be in substantial conformance with the PrePlat
- Full discretion happens at the zoning level before entitlements are approved
- LDO requirements for PrePlat and Final Plat approval

Chair Holland made a motion to recommend approval of Zoning Text Amendment that Infrastructure acceptance become fully administrative, Final Plat approval become fully administrative, and that PrePlat approvals stay with the Planning and Zoning Commission, Case # FS24-1407. Vice Chair Chapman seconded the motion. Motion passed with 6 votes in favor.

REGULAR AGENDA ITEM – NON-PUBLIC HEARING:

- None

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; Vice Chair Chapman seconded the motion. All voted in favor.

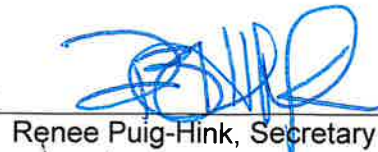
Meeting adjourned at 7:04 pm.



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:


Renee Puig-Hink, Secretary

DATE:

1/16/25