



CITY OF SURPRISE
Planning & Zoning Commission
16000 N. Civic Center Plaza
Surprise, AZ 85374
Thursday, July 17, 2025 @ 6:00 PM
COUNCIL CHAMBERS

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Planning and Zoning Commission Agenda:

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|--|--|
| 1. | Internal | Nomination and selection of the Planning and Zoning Commission Chair. | Lloyd Abrams
Community
Development |
| 2. | Internal | Nomination and selection of the Planning and Zoning Commission Vice Chair. | Lloyd Abrams
Community
Development |

CONSENT AGENDA:

- | | | | |
|----|----------|--|---|
| 3. | Internal | Consideration and action to approve or disapprove the June 5, 2025 Planning and Zoning Commission Meeting Minutes. | Renee Puig-Hink
Community
Development |
|----|----------|--|---|

REGULAR AGENDA ITEM - PUBLIC HEARING:

- | | | | |
|----|------------|--|---|
| 4. | Citywide | Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code in conformance with recent legislative updates regarding adaptive reuse. Case FS25-0477. | Tiffany Copp
Community
Development |
| 5. | District 6 | Consideration and action pertaining to a Comprehensive Sign Program for the Tricolor Auto AZ project, generally located at the northwest corner of Summit Way and Cactus Road. Case #FS24-1219. | Tanner Wessel
Community
Development |

- G. Other Business and Future Agenda Items
- H. Executive Session

For information purposes: Upon a public majority vote of a quorum ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

KRISTI PASSARELLI, CITY CLERK

POSTED: Friday, July 11th, 2025 @ 3:00 PM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR CLERK@SURPRISEAZ.GOV, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Planning & Zoning Commission

Council Meeting Date: July 17, 2025

Contact Person: Lloyd Abrams, Director -
Community Development

Submitting Department: Community Development District: Internal

Staff Recommendations:

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Nomination and selection of the Planning and Zoning Commission Chair.

Motion:

I move to nominate (nominees name here) for the position of Chair for the Planning and Zoning Commission.

Background:

The Planning and Zoning Commission members have the responsibility to elect a Chair and Vice Chair to preside over the meetings as indicated in the Surprise City Code Section 2-295 – Bylaws.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Planning & Zoning Commission

Council Meeting Date: July 17, 2025

Contact Person: Lloyd Abrams, Director -
Community Development

Submitting Department: Community Development District: Internal

Staff Recommendations:

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Nomination and selection of the Planning and Zoning Commission Vice Chair.

Motion:

I nominate (nominee name here) for the position of Vice Chair for the Planning and Zoning Commission.

Background:

The Planning and Zoning Commission members have the responsibility to elect a Chair and Vice Chair to preside over the meetings as indicated in the Surprise City Code Section 2-295 – Bylaws.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Planning & Zoning Commission

Council Meeting Date: July 17, 2025 Contact Person: Renee Puig-Hink
Submitting Department: Community Development District: Internal
Staff Recommendations:

Consent: Yes Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action to approve or disapprove the June 5, 2025 Planning and Zoning Commission Meeting Minutes.

Motion:

I move to approve/disapprove the June 5, 2025 Planning and Zoning Commission Regular Meeting Minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 6-5-2025 MINS
-

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

June 5, 2025 / 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 June 5, 2025.

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, City Attorney; Lloyd Abrams, Director of Community Development; Mindy Davis, Assistant Director; Carl Montgomery, Chief Building Official; Keith Tanner, Fire Marshall, Steven Faraclas, Fire Inspector; Christina Sexton, Planner, Sr.; Leslie Carnie, Planner II; Renee Puig-Hink, Administrative Specialist, Sr.; Michelle Espie, Administrative Specialist.

COUNCIL MEMBERS PRESENT:

- None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

- None

D. STAFF REPORT

- June 26, 2025 and July 3, 2025 Planning and Zoning meetings may be cancelled due to not having agenda items.

CALL TO THE PUBLIC:

Chair Holland opened the call to the public to discuss any items not listed on the agenda.

- Shari Kissling, Surprise, AZ – Expressed opposition to the Circle K Project on 163rd Avenue and Jomax Road.

Chair Holland closed the call to the public.

CONSENT AGENDA:

Item 1 – Consideration and action to approve or disapprove the May 15, 2025, Planning and Zoning Commission Regular Meeting Minutes.

Commissioner Keating made a motion to approve the May 15, 2025, Planning and Zoning Commission Regular Meeting Minutes as presented. Commissioner Spata seconded the motion. Motion passed with 6 votes in favor.

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 2 – Consideration and action pertaining to a Rezone of approximately 2.39 gross acres from Rural Residential (RR) to Community Commercial (C-2), for a site generally located on the northeast corner of 163rd Avenue and Jomax Road. Case #FS24-0762.

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

Brennan Ray of Ray Law Firm, representative for the applicant, presented additional information 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:

- Location at two arterial roads
- Staff safety during graveyard shifts
- Security
- Light mitigation
- Developer obligation for street improvements
- Site circulation to accommodate trucks hauling trailers
- Existing commercial zoning adjacent to the project location

Commissioner Keating made a motion recommend approval of the Circle K 163rd Avenue and Jomax Road rezone, case FS24-0762, to the City Council subject to stipulations 'a' and 'b' as outlined in the staff report. Commissioner Bash seconded the motion. Motion passed with 6 votes in favor.

Item 3 – Consideration and action regarding a Conditional Use Permit (CUP) with Site Plan for Panda Express with a drive-through facility on a site generally located north of the northwest corner of Litchfield and Waddell Roads. Case #FS24-1192.

Leslie Carnie, Planner II, 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:

- Circulation

- Traffic Congestion
- ADA path in drive isle
- Dine-In option would be a better fit for location

Commissioner Keating made a motion to approve the Panda Express CUP with Site Plan, case #FS24-1192, subject to stipulations 'a' through 'e' as memorialized in the staff report. Commissioner Bash seconded the motion. Motion passed with 6 votes in favor.

REGULAR AGENDA ITEM – NON-PUBLIC HEARING:

Item 4 – Presentation and discussion pertaining to the Surprise Center Development Company update on the City Center Master Plan.

Scott Philips of Carefree Partners Investments, presented item 4 to the Commission.

The Commission discussed the following:

- Attract jobs in the \$150,000-\$300,000 range
- Special attraction that would put Surprise on the Map

Item 5 – Presentation and Discussion of the 2024 International Building and Fire Codes Adoption Process.

Mindy Davis, Community Development Assistant Director, presented item 5 to the Commission.

The Commission discussed the following:

- None

OTHER BUSINESS AND FUTURE AGENDA ITEMS:

- None

ADJOURNMENT:

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

Meeting adjourned at 7:10 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: _____



CITY OF SURPRISE Planning & Zoning Commission

Council Meeting Date: July 17, 2025

Contact Person: Tiffany Copp, Assistant Director

Submitting Department: Community Development District: Citywide

Staff Recommendations:

Consent: No

Regular: No

Public Hearing: Yes

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code in conformance with recent legislative updates regarding adaptive reuse. Case FS25-0477.

Motion:

I move to recommend approval of Zoning Text Amendment to conform with Legislative Updates, Case # FS25-0477.

I move to recommend denial of Zoning Text Amendment to conform with Legislative Updates, Case # FS25-0477 because insert reason.

Background:

In 2024 the Arizona State Legislature passed a series of bills aimed at reducing municipal review timeframes for development and reducing housing costs by modifying various zoning and development requirements for municipalities. Impacted municipalities were required to take action and modify conflicting codes to conform with many of these bills on or before January 01, 2025. HB2297 was one such bill which required a municipality to modify or adopt standards related to the adaptive reuse of obsolete commercial buildings as multifamily and outlines subsequent standards and limitations. The Surprise City Council adopted Ordinance 24-45 on December 17, 2024 in conformance with the required legislative changes.

This year, in the 57th Legislative Session, the Arizona State Legislature passed HB2110 which further amended the adaptive reuse sections of State statute.

Objective Analysis:

Policy Compliant:

Financial Impact:

The budget impact associated with the adoption of this text amendment will be the cost to convert the text to MuniCode online for inclusion with the other Surprise Municipal Codes. The actual cost for

conversion will be determined once the final document length is known.

Budget Impact:

There is no anticipated budget impact related to this item.

FTE Impact:

ATTACHMENTS:

1. 00-FS25-0477 ZTA for Adaptive Reuse Amendments - PZ Staff Report
 2. 01 - ZTA Leg Edit
 3. 02- FS25-0477 Citizen Participation Report_Redacted
 4. FS25-0477 Presentation
-

ZONING TEXT AMENDMENT

REPORT TO THE PLANNING AND ZONING COMMISSION

Case: FS25-0477

Project Name: Zoning Text Amendment for Adaptive Reuse Amendments

Council District: Citywide

Meeting Date: July 17, 2025

Planner: Tiffany Copp, Assistant Director

Applicant: City of Surprise

Request: Presentation and discussion pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code in conformance with recent legislative updates. Case FS25-0477.

General Plan Conformance: The proposal is consistent with the Surprise General Plan 2040.

Support/Opposition: None known

Staff Recommendation: Staff recommends the Commission recommend **approval** of the proposed Zoning Text Amendment (ZTA) to conform with recent legislative updates, Case FS25-0477, to the Mayor and City Council.

BACKGROUND:

In 2024 the Arizona State Legislature passed a series bills aimed at reducing municipal review timeframes for development and reducing housing costs by modifying various zoning and development requirements for municipalities. Impacted municipalities were required to take action and modify conflicting codes to conform with many of these bills on or before January 01, 2025. HB2297 was one such bill which required a municipality to modify or adopt standards related to the adaptive reuse of obsolete commercial buildings as multifamily and outlines subsequent standards and limitations. The Surprise City Council adopted Ordinance 24-45 on December 17, 2024 in conformance with the required legislative changes.

This year, in the 57th Legislative Session, the Arizona State Legislature passed HB2110 which further amended the adaptive reuse sections of state statute. HB2110 was signed into law by Arizona's Governor on April 7th with an emergency effective date of July 6, 2025; or ninety (90) days from the date of the bill's approval.

45 **ANALYSIS AND DISCUSSION:**

46 The proposed Zoning Text Amendment includes several additions, deletions and
47 modifications to Chapter 111, Article I, Sections 111-2.1 through 111-2.3 of the Surprise
48 Municipal Code, to bring the city's codes into conformance with the recently adopted
49 changes. Detailed changes are outlined in the attached Zoning Text Amendment.

50
51 **CONFORMANCE WITH ADOPTED PLANS:**

52 The subject request is consistent with and will help implement the Surprise General Plan
53 2040.

54
55 **CITIZEN PARTICIPATION:**

56 An outreach meeting was held at Surprise Regional Library on Wednesday July 02, 2025 at
57 6:00PM. There was one member of the public in attendance. City staff has not received any
58 opposition.

59
60 **SUMMARY:**

61 This Zoning Text Amendment will bring the city's codes into conformance with the recently
62 passed legislative bills, while removing conflicts with other sections of the municipal code
63 and making minor edits to improve clarity and readability.

64
65 **RECOMMENDATION:**

66 Based on the findings noted above, staff recommends the Commission recommend
67 **approval** of the subject Zoning Text Amendment to the Mayor and City Council.

68
69 However, should the Commission wish to **recommend denial of** the request, the
70 Commission should make its own findings and base its decision on those alternative findings.

71
72 *Recommended Motions:*

73
74 I move to a recommend approval of the subject Zoning Text Amendment to conform with
75 Legislative Updates, Case FS25-0477.

76
77 I move to recommend denial of the subject Zoning Text Amendment to conform with
78 Legislative Updates, Case FS25-0477 because insert reason.

79
80 **Attachments:**

81 01 ZTA Draft Legislative Edit
82 02 Citizen Participation Report – Redacted
83 PowerPoint

FS25-0477 – Adaptive Reuse Amendments ZTA

Legislative Edits

(~~Red strikethrough~~ indicates deletions; edits or additions are highlighted)

HB2297 – Commercial Adaptive Reuse

Chapter 111 INFILL INCENTIVE DISTRICTS

ARTICLE II. OPTIONAL REDEVELOPMENT OF QUALIFIED OBSOLETE

COMMERCIAL BUILDINGS

Sec 111-2.1 Purpose. This Article describes application requirements, review procedures, and approval criteria utilized by City staff when reviewing an application for multifamily residential development or adaptive reuse of qualified obsolete commercial ~~buildings~~ **parcels** pursuant to A.R.S. § 9-462.10. The regulations in this Article are in addition to other codes and requirements of the City.

Sec 111-2.2 Obsolete Commercial Building Redevelopment.

A. Application. An owner seeking multifamily residential development or adaptive reuse of qualified obsolete commercial ~~buildings~~ **parcel** shall submit an application that includes all of the following:

1. A site plan in conformance with section 102-4.2.
2. Evidence of site plan review and approval by any utility provider impacted by the proposed development.
3. Evidence of adequate existing public sewer and water service for the entire proposed development.
4. Compliance with all applicable building **codes** and fire codes.
5. Evidence satisfactory to the City Attorney that the existing ~~building~~ **parcel** that is the subject of the application is economically or functionally obsolete.
6. Evidence that the existing building that is the subject of the application is located on a parcel or parcels of at least one acre but not more than twenty acres.
7. Documentation satisfactory to the City Community Development Department and the City Attorney that the redevelopment will include a set aside of at least ten (10) percent of the total dwelling units for either moderate-income housing or low-income housing or any combination of the two (2) for at least twenty (20) years after the initial occupation of the proposed development.

B. Development standards and requirements. Multifamily residential development or adaptive reuse of a qualified obsolete commercial building shall comply with the following standards and requirements:

FS25-0477 – Adaptive Reuse Amendments ZTA

Legislative Edits

(~~Red strikethrough~~ indicates deletions; edits or additions are highlighted)

1. Parking.

a. General. The development shall comply with parking space requirements applicable to multifamily residential buildings or adaptive reuse buildings under Chapter 107 Article IV, Parking and Loading Regulations.

C. Mixed-use development. If the development is a mixed-use development, parking consisting of the sum of the required parking for each individual proposed use shall be provided, determined in accordance with Chapter 107 Article IV, Parking and Loading Regulations.

1. Demolition permit. A permit shall be obtained for the demolition of any existing building or portion of a building.

2. Setbacks. Setback requirements for the redevelopment shall be the lesser of the existing setbacks for multifamily residential buildings Chapter 106 Article II, Residential zoning Districts or the setback requirement that applied to the existing commercial, office, or mixed-use building.

a. Setback exemption. If the minimum setback requirement that applies to the existing commercial, office, or mixed-use building is less than the minimum setback requirement that applies to the multifamily use, the existing setback shall remain and the building shall be considered nonconforming for setback purposes unless easements, including public utility easements, are located within setback areas.

3. Height and density. Multifamily residential height and density shall not exceed:

a. Two stories in the areas of a site within one hundred feet of single-family residential zones.

b. In all other areas, the ~~lesser~~ greater of:

i. Five stories; or

ii. The highest allowable multifamily height and density for a multifamily zoning district in the City of Surprise located within one mile of the building to be redeveloped; or

iii. If there is no multifamily zoning district in the City of Surprise within one mile of the building to be redeveloped, the height and density of the multifamily zoning district located in the City of Surprise located closest to the building to be redeveloped.

4. Height exemption. If the maximum allowable height applicable to the existing commercial, office, or mixed-use building exceeds the maximum allowable height for the proposed multifamily use, the existing height ~~may~~ shall remain and the building shall be considered nonconforming for height purposes and the existing building may be expanded to the maximum allowable density for the ~~proposed~~ multifamily use. Any rooftop appurtenances shall be included within the height exemption.

FS25-0477 – Adaptive Reuse Amendments ZTA

Legislative Edits

(~~Red strikethrough~~ indicates deletions; edits or additions are highlighted)

5. Multifamily residential development that is constructed pursuant to this section does not qualify as being within one mile of the parcel being redeveloped or the net closest multifamily parcel.

Sec 111-2.3 Multifamily Residential Development or Adaptive Reuse Cap, Tracking, and Area Exclusion.

- A. ~~Cap~~**Minimum**. ~~Not more than~~ **At least** ten (10) percent of the total actual or estimated number of existing commercial, office, or mixed-use ~~buildings~~ **parcels may be redeveloped for multifamily residential development or adaptive reuse under this Article** without requiring a conditional use permit, a planned unit development, or rezoning application, or any other application that would require a public hearing, ~~may be redeveloped for multifamily residential development or adaptive reuse under this Article.~~
- B. **Tracking.** The City Community Development Department shall keep track of the number of buildings redeveloped under this Article, and shall stop accepting applications when the total number of the following equals the ~~cap~~ **minimum** established in paragraph A above:
1. The number of buildings redeveloped for multifamily residential development or adaptive reuse under this Article; plus
 - i. The number of buildings with approved building permits for redevelopment under this Article but not yet completed; plus
 - ii. The number of buildings with pending applications for redevelopment under this Article but not yet permitted.
- C. **Area exclusion.** The following commercial or employment hubs and essential commercial or employment use areas are not eligible for multifamily residential development or adaptive reuse under this Article:
1. Those commercial and employment hubs and essential commercial or employment use areas that currently fall within the vicinity of a military airport or ancillary military facility as defined in A.R.S. § 28-8461.

Citizen Participation Report

Zoning Text Amendment Adaptive Reuse Amendments

FS25-0477 – July 02, 2025

PROJECT DESCRIPTION

The city has initiated this Zoning Text Amendment (ZTA) to the Surprise Municipal Codes and Land Development Ordinances (LDO) in response to HB2110 passed on April 7, 2025, amending the adaptive reuse requirements set forth in state statute. As part of these changes, this amendment is proposing the following:

- Corrections to scrivener's errors, incorrect references, and other minor cleanup items that will improve overall clarity and consistency.
- Adding language regarding the adaptive reuse of commercially zoned buildings and removing conflicting language.

ADVERTISING

The meeting was advertised in the Daily Independent on Friday, June 06, 2025 and the Surprise Independent on Wednesday, June 11, 2025, and published on the City website.

MEETING DESCRIPTION & ATTENDANCE

The meeting was held at the Surprise Regional Library on July 02, 2025 at 6 p.m. and there was one (1) member of the public in attendance.

FEEDBACK

No feedback or concerns were expressed. General questions were asked by the attendee and answered by City staff.



Neighborhood Meeting – Sign In Sheet

	Name	Address	Email
1	Susan Draper	[REDACTED]	[REDACTED]
2			
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State of Arizona:
County of Maricopa:
Affidavit of Publication

I, Charlene Bisson, Arizona President/CEO of Independent Newsmedia Inc. USA, am authorized to make this affidavit of publication. Under oath, I state that the following is true and correct.

The **Phoenix Independent** (formerly the Daily Independent) is a newspaper which is published Tuesdays and Fridays, is of general circulation and is in compliance with the Arizona Revised Statutes 10-140.34 & 39-201 A & B. I solemnly swear that the notice was published in the regular and entire section of the said newspaper and not in any supplement. The below listed advertisement appeared in the following issue(s)

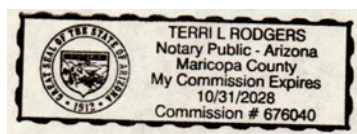
Phoenix Independent: 6/6/2025
Surprise Independent: 6/11/2025

Charlene Bisson

CHARLENE BISSON
President/CEO

Sworn to and subscribed before me this
6/13/2025

TERRI RODGERS



TERRI RODGERS
Notary Public

Name	CITY OF SURPRISE - Community Development
Order Number	24222
Ordered By	Tiffany Copp
Order Date	6/2/2025
Description	FS25-0477
Number Issues	2
Pub Count	2
Order Cost	\$190.58
First Issue	6/6/2025
Last Issue	6/11/2025
Publications	Phoenix Independent, Surprise Independent

ZONING TEXT AMENDMENT
NEIGHBORHOOD MEETING

Please be advised that the City of Surprise will host a Neighborhood Meeting to discuss the Zoning Text Amendment (ZTA) to the Surprise Municipal Code and Land Development Ordinances (LDO) referenced below. Any member of the public may participate in the conversation as it pertains to this project by attending in person. According to Surprise Municipal Code, we are required to host a Neighborhood Meeting to present the proposal to the public while soliciting feedback and providing answers to questions.

Applicant: City of Surprise
City of Surprise: Tiffany Copp; 623-222-3020;
tiffany.copp@surpriseaz.gov

NEIGHBORHOOD MEETING DETAILS

DATE: Wednesday, July 02, 2025
TIME: 6:00 PM
PHYSICAL LOCATION: City of Surprise Regional Library
16089 N. Bullard Avenue
Surprise, AZ 85374

MEETING LOCATION



PROJECT DESCRIPTION:

A Zoning Text Amendment (ZTA) to the Surprise Municipal Code and the Land Development Ordinances (LDO) to amend adaptive reuse requirements to align with recent legislative changes and remove conflicts with other sections of these codes; Case # FS25-0477.

Publish: Phoenix Independent, June 6,
Surprise Independent, May 11, 2025/24222_1

ZONING TEXT AMENDMENT – ADAPTIVE REUSE FS25-0477

**Planning & Zoning Commission
July 17, 2025**



SURPRISE
ARIZONA

Background

- 2024 – 56th State Legislature passed HB2297 – Adaptive Reuse
- December 17, 2024 – Ordinance 24-45 passed by City of Surprise adopting conforming code provisions
- April 7, 2025 - Governor signs HB2110, enacted by the 57th Legislature, amending the original Adaptive Reuse bill
 - Emergency effective date of July 6, 2025
 - Retroactive to December 31, 2024
- Presently, staff proposes adopting updates in conformance with the legislative changes



SURPRISE

ARIZONA

Timeline

7/2/2025

- Neighborhood Meeting

7/17/2025

- P&Z Commission

8/5/2025

- City Council Meeting



SURPRISE
ARIZONA

Summary of Changes

HB2110 impacts Surprise Municipal Code Chapter 111, Infill Incentive Districts, Article II, Optional Redevelopment of Qualified Obsolete Commercial Buildings:

- Sections 111-2.1, 111-2.2 & 111-2.3



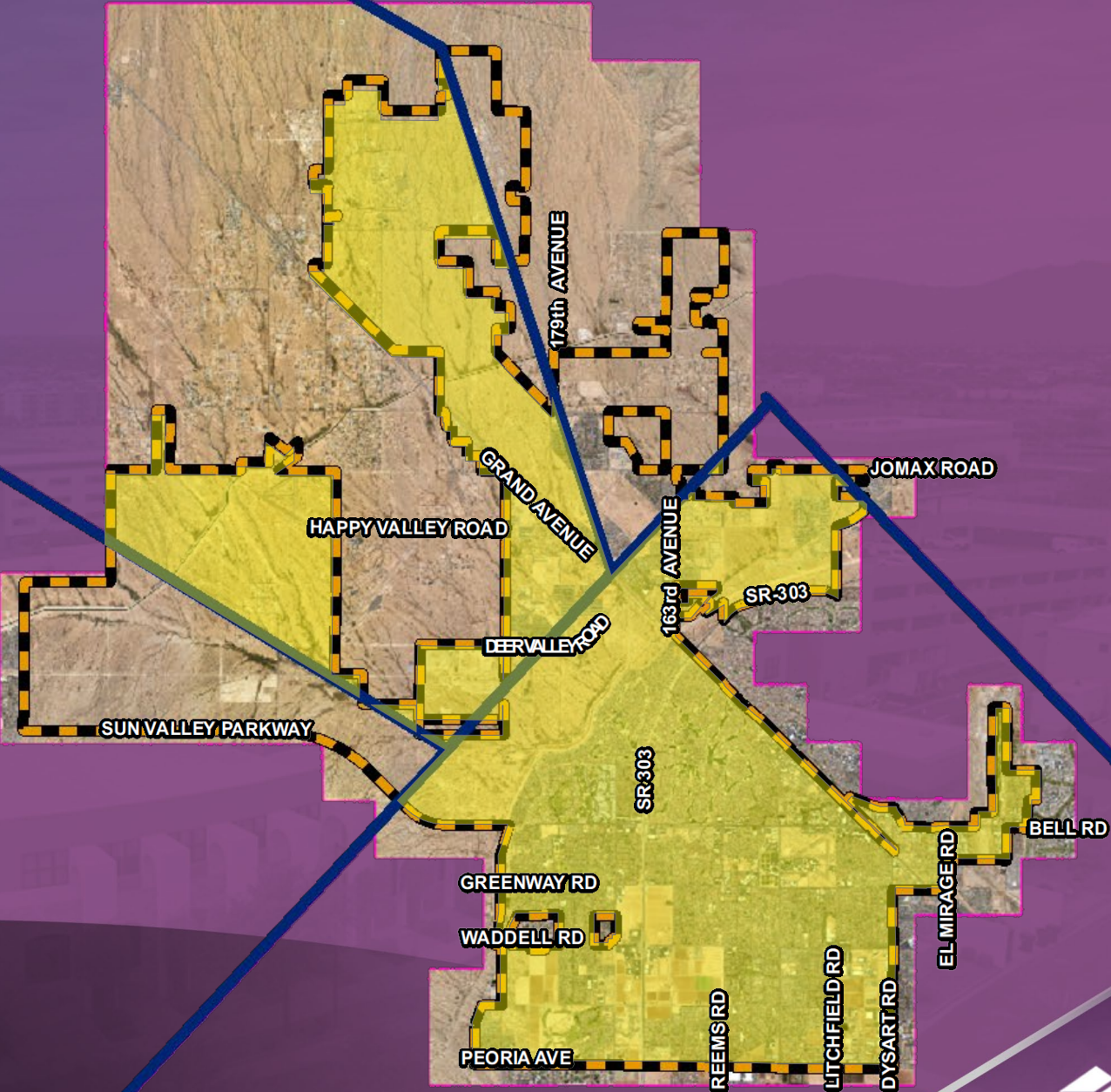
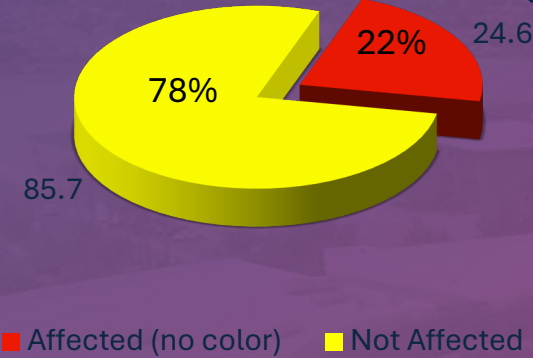
Summary of Changes

NOTE: Adaptive Reuse continues to not apply “land in the territory in the vicinity of a military airport or ancillary military facility”, meaning just 22% of the City of Surprise is presently impacted.



SURPRISE
ARIZONA

Square Miles



SURPRISE
ARIZONA

Summary of Changes, cont.

Changes in HB2110 require/include:

- Within 90 days after the effective date of the bill, cities shall adopt an ordinance allowing multifamily residential development “on at least” (formerly “on not more than”) 10% of existing commercial office or mixed use parcels
 - Cities will analyze and update this every ten years

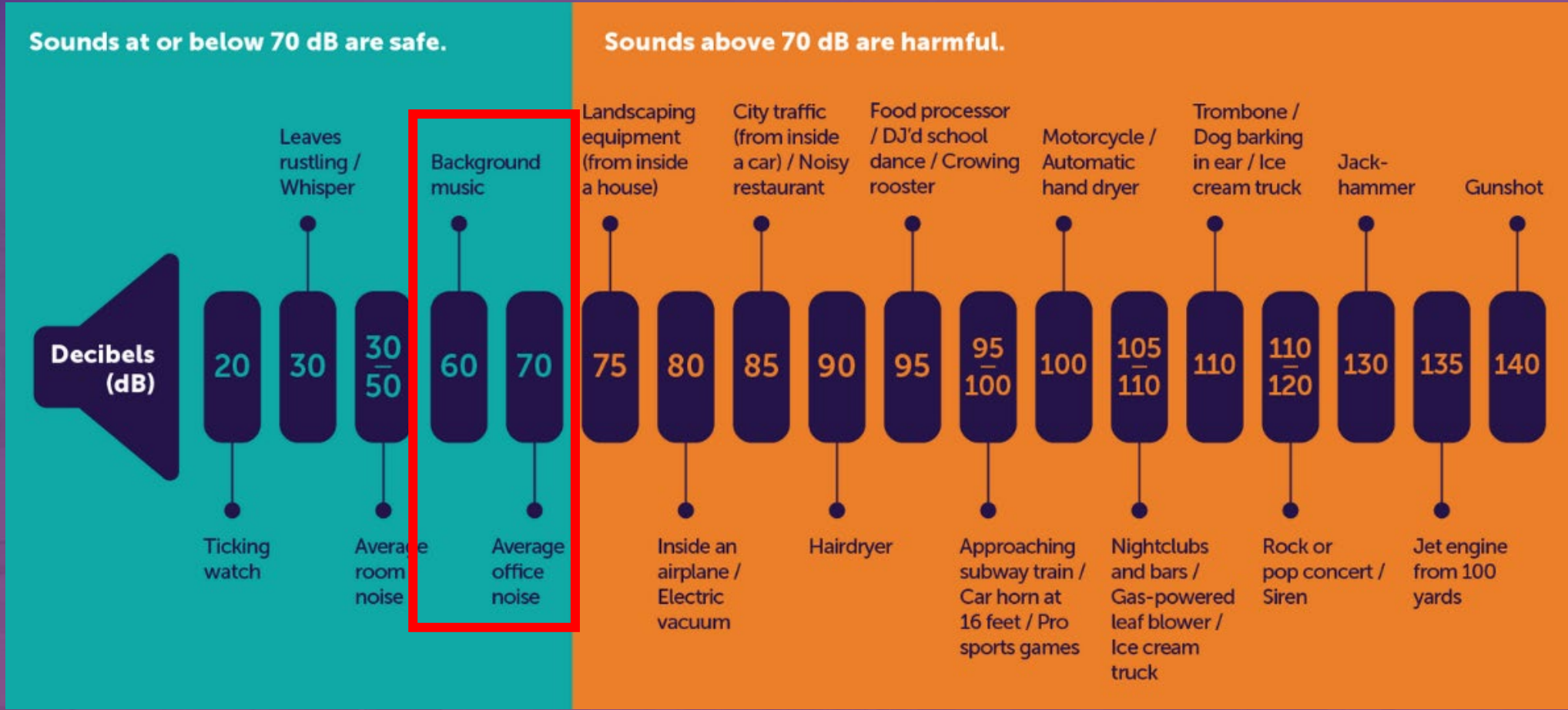


Summary of Changes, cont.

A City shall not:

- Designate individual parcels eligible for redevelopment or adaptive reuse
- Exclude commercial, office or mixed-use parcels from redevelopment or adaptive reuse other than as allowed by this statute
- Exclude commercial, office or mixed-use parcels from redevelopment or adaptive reuse if the average sound level at the parcel is below 65 decibels





Summary of Changes, cont.

- Striking the word “building” and replacing it with “parcel” throughout
- Adding the word “multifamily” throughout for clarification
- Clarifying the reference to building “code”
- Clarifying several actions a city “shall” take (formerly “may”), to include that a city shall not withhold a demolition permit
- Modifying/lessening setback, height and density restrictions on multifamily redevelopment to allow for the maximum height and density, where possible, and allowing them to remain non-conforming.



Summary of Changes, cont.

- Modifying the following statutory definitions:
 - Adaptive reuse
 - Economically or functionally obsolete
 - Low-income housing
 - Moderate-income housing
 - Nonconforming
- Establishing retroactivity to December 31, 2024 and an emergency clause for immediate adoption by cities



Public Outreach

Neighborhood Meeting held on July 2, 2025

- 6PM
- Surprise Regional Library
- 1 Attendee
- No feedback or concerns were expressed.



Recommendation

Staff recommends the Commission recommend approval of the proposed Zoning Text Amendment (ZTA) to conform with recent legislative updates, Ordinance # 2025- 15, Planning Case FS25-0477, to the Mayor and City Council.



Questions or Comments?

THANK YOU



SURPRISE
ARIZONA



CITY OF SURPRISE
Planning & Zoning Commission

Council Meeting Date: July 17, 2025 Contact Person: Tanner Wessel
Submitting Department: Community Development District: District 6
Staff Recommendations:

Consent: No Regular: No Public Hearing: Yes Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to a Comprehensive Sign Program for the Tricolor Auto AZ project, generally located at the northwest corner of Summit Way and Cactus Road. Case #FS24-1219.

Motion:

I move to recommend approval of the Tricolor Auto AZ Comprehensive Sign Program, Case #FS24-1219, subject to stipulations 'a' and 'b' as outlined in the staff report.

I move to recommend denial of the Tricolor Auto AZ Comprehensive Sign Program, Case #FS24-1219, because [insert reason].

Background:

Daniel Marsh of Marsh Consulting & Permitting, LLC, on behalf of BPG Arizona 1, LLC, requests a Comprehensive Sign Program (CSP) for the Tricolor Auto AZ project located at the northwest corner of Summit Way and Cactus Road.

Objective Analysis:

Policy Compliant:

Financial Impact:

While this item does not have an immediate or direct financial impact, ongoing development activity in the city will inevitably have a future financial impact as additional resources are needed to provide city services.

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 00 - FS24-1219 Tricolor Auto AZ CSP - Staff Report
2. 01 - FS24-1219 Tricolor Auto AZ CSP - Vicinity Map

3. 02 - FS24-1219 Tricolor Auto AZ CSP - Zoning Map
 4. 03 - FS24-1219 Tricolor Auto AZ CSP - CSP Document
 5. 04 - FS24-1219 Tricolor Auto AZ CSP - Citizen Participation Report
 6. 05 - FS24-1219 Tricolor Auto AZ CSP - Affidavit of Posting
 7. FS24-1219 Tricolor Auto AZ CSP - PZ Presentation
-

Comprehensive Sign Program

Case: FS24-1219

Project Name: Tricolor Auto AZ – Comprehensive Sign Program

Council District: 6 – Palo Verde

Planning and Zoning Commission Date: July 17, 2025

Planner: Tanner Wessel, Planner II

Owner: BPG Arizona 1 LLC

Applicant: Daniel Marsh of Marsh Consulting & Permitting, LLC

Request: Comprehensive Sign Program for Tricolor Auto AZ

Site Location: Generally located on the northwest corner of Summit Way and Cactus Road

Site Size: 26.1786 gross acres (approx.)

Density: N/A

General Plan Conformance: The proposal is consistent with the Surprise General Plan 2040

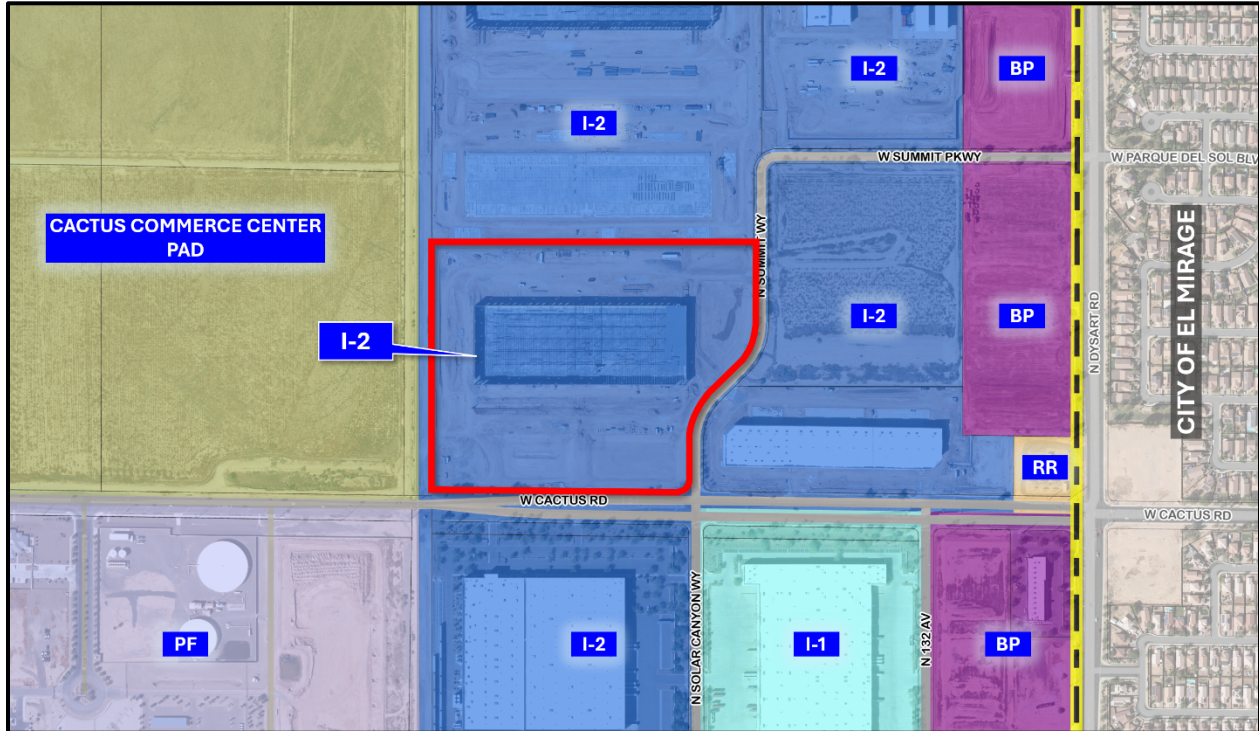
Support/Opposition: None known

Staff Recommendation: To recommend **approval** to the City Council, subject to stipulations ‘a’ and ‘b’

Project Description:

Daniel Marsh of Marsh Consulting & Permitting, LLC, on behalf of BPG Arizona 1, LLC, requests a Comprehensive Sign Program (CSP) for the Tricolor Auto AZ project located at the northwest corner of Summit Way and Cactus Road.

EXISTING ZONING:



Cactus Commerce Center PAD (Commercial/Employment)	General Industrial (I-2)	General Industrial (I-2)
Cactus Commerce Center PAD (Commercial/Employment)	General Industrial (I-2)	General Industrial (I-2)
Public Facility (PF)	General Industrial (I-2)	Light Industrial (I-1)

History:

September 26, 1996: The Mayor and City Council approved Ordinance #96-17, annexing the subject property into the City of Surprise.

January 7, 2020: The Mayor and City Council approved Ordinance #98-12 rezoning the subject property to I-2 General Industrial.

March 30, 2023: A Site Plan for a new warehouse building was administratively approved under case number FS22-1104.

July 25, 2024: Staff met with the applicant to discuss the proposed project during a regularly scheduled Concept Review meeting.

September 5, 2024: The applicant submitted the Comprehensive Sign Program (CSP) application for the subject case.

April 8, 2025: The applicant held a neighborhood outreach meeting at Surprise Regional Library. A summary of this meeting is included in the Citizen Participation Report attached to the staff report.

Discussion:

The purpose of the proposed Tricolor Auto AZ CSP is to create cohesive sign design guidelines that complement the character of the existing site and Tricolor corporate branding, as well as propose a deviation to the existing sign standards for blade signs to allow additional blades signs beyond what is currently allowed by Chapter 109 of the Surprise Land Development Ordinance (LDO).

Color and Materials

This CSP provides sign design guidelines for all on-site signage. The colors and materials selected complement the architecture of the existing building and the Tricolor corporate building by utilizing both white aluminum paneling and framing with red color accents.

Proposed Signs

This CSP proposes the following signage:

Two building-mounted signs located on the southern elevation of the existing Tricolor building near the southwest and southeast corners. These signs measure 117-inches tall and 307.2-inches wide. No deviations from the building-mounted sign standards outlined in Section 109-1.9(B)(1) of the LDO are proposed with this CSP. This sign type has already received a sign permit and is currently existing on the building at the time of this report. This CSP simply memorializes the design guidelines for this sign type.

This CSP includes one Class VI monument sign (major monument sign) along Cactus Road. This sign measures 180-inches tall and 84-inches wide. This monument sign meets the Class VI monument sign standards outlined in Section 109-1.9(C)(5) of the LDO. Like the building-mounted signs, this sign type has already received a sign permit and is currently existing on-site along Cactus Road. This CSP simply memorializes the design guidelines for this sign type.

90 Lastly, this CSP proposes blade signs along the front elevation of the existing Tricolor building
91 facing Cactus Road. This CSP proposes deviations to the sign standards outlined in Section 109-
92 1.9(B)(2) of the LDO. These signs do not currently exist on-site since deviations from the current
93 sign code are being proposed. The proposed blade signs measure 240-inches tall and 32-inches
94 wide (total 34-inch projection from the building) which meet the blade sign size requirements of
95 the current sign code. However, the applicant is asking for a deviation from the current sign code
96 to allow for 8 blade signs to be installed along the front elevation of the existing Tricolor building
97 facing Cactus Road. Currently, the sign code only allows for one blade sign per primary use
98 multi-story building located in an industrial zoning district.
99

100 **Summary:**

101 The CSP process provides a mechanism whereby the applicant may create signage that is
102 consistent with the architecture and design of the Tricolor project. The proposed signage meets
103 the requirements of Section 109-1.15 with respect to Comprehensive Sign Programs and does
104 not introduce a sign type that is otherwise prohibited. The applicant's purpose to create a
105 comprehensive sign program for this development is to ensure a cohesive sign design for the
106 Tricolor site and to propose additional blade signs along the south elevation of the existing
107 building.
108

109 **Citizen Outreach:**

110 The applicant held a Neighborhood Outreach Meeting on April 8, 2025. The request was posted
111 and advertised in accordance with city code and state statute. There was one (1) resident in
112 attendance that had general questions regarding the request for the CSP. Staff has not received
113 any support or opposition to the CSP request.
114

115 **Findings:**

- 116 • The proposed Comprehensive Sign Program is consistent with the Surprise General Plan
117 2040.
- 118 • The proposed signs may be approved through a Comprehensive Sign Program.
- 119 • The reviewing agencies have indicated no objections to the request.
120

121 **Recommendation:**

122 Based on the findings noted above, staff recommends the Commission move to recommend
123 **approval** of the subject Comprehensive Sign Program to the City Council, subject to stipulations
124 'a' and 'b' as outlined below:
125

- 126 a. Development and use of the site shall be consistent with the Comprehensive Sign
127 Program entitled "Tricolor Auto – AZ Mega Recon Facility", prepared by Marsh
128 Consulting & Permitting, LLC and J&A Signs and received May 13, 2025.
129
- 130 b. Non-compliance with the stipulations of approval of this case will be treated as a
131 violation in accordance with the applicable provisions of the Surprise Municipal
132 Code.

133 However, should the Commission wish to recommend denial of the request, the Commission
134 should make its own findings and base its decision on those alternative findings.

135
136 *Recommended Motions:*

137
138 I move to recommend approval of the Tricolor Auto AZ Comprehensive Sign Program, Case
139 #FS24-1219, subject to stipulations 'a' and 'b' as outlined in the staff report.

140
141 I move to recommend denial of the Tricolor Auto AZ Comprehensive Sign Program, Case
142 #FS24-1219, because insert reason.

143
144 **Attachments:**

145 01 Vicinity Map

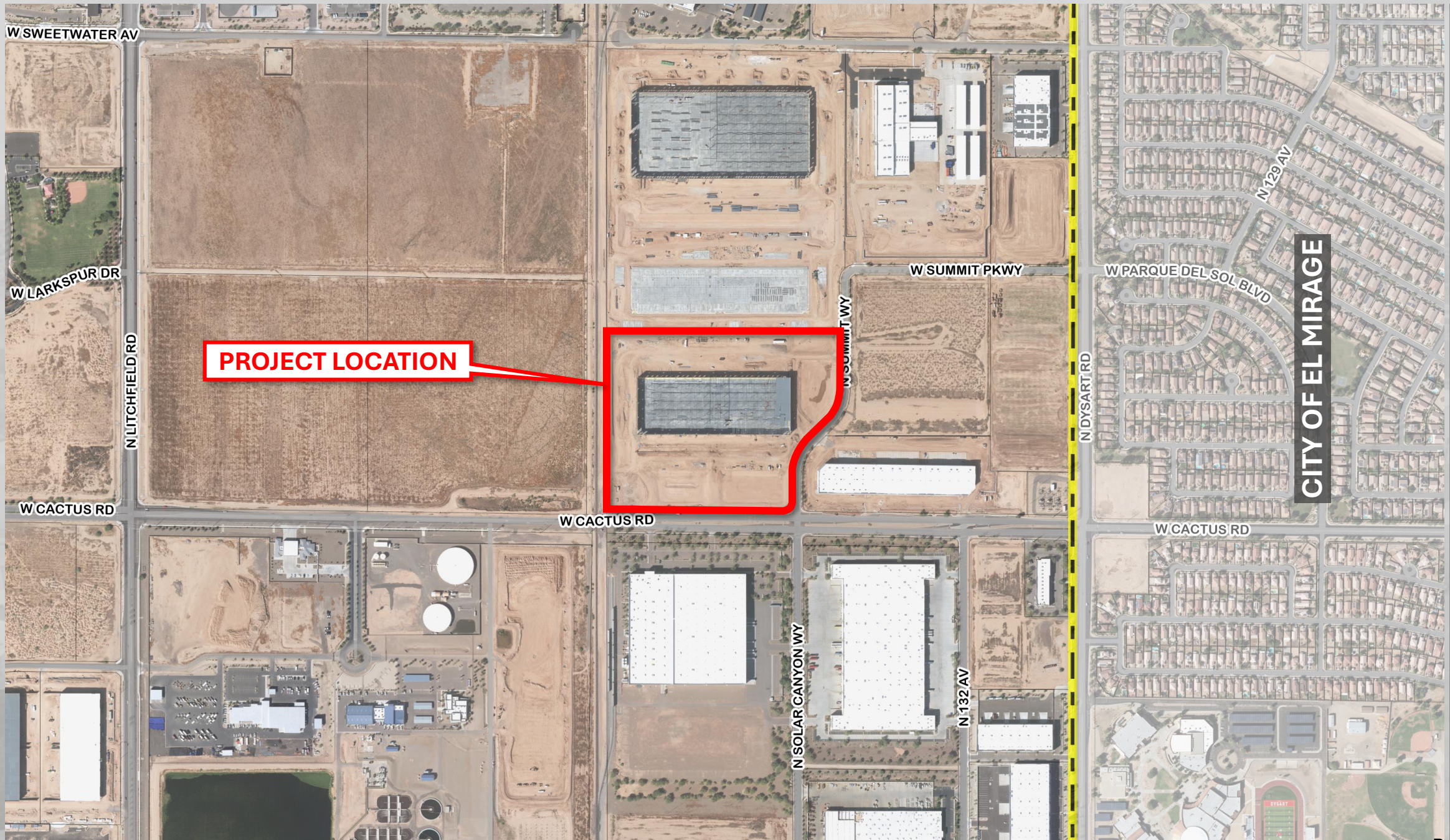
146 02 Zoning Map

147 03 Comprehensive Sign Program Document

148 04 Citizen Participation Report

149 05 Affidavit of Posting

150 PPT



FS24-1219 VICINITY MAP





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VISUAL COMMUNICATION | LIGHTING

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LG

SIGN DRAWING

tricolor
auto

MEGA RECON CENTER

Case Number: FS24-1219

Comprehensive Sign Program Narrative

Tricolor Auto – AZ Mega Recon Facility

Location: 13400 W. Cactus Rd, Surprise, e
AZ 85379

I. Introduction

Tricolor Auto is pleased to submit this Comprehensive Sign Program (CSP) for the AZ Mega Recon facility located at 13400 W. Cactus Road in Surprise, Arizona. The intent of this CSP is to create a unified, visually consistent signage approach that enhances the customer experience while supporting the brand identity of Tricolor Auto.

All proposed signage included in this program shall be submitted to the City of Surprise for review and approval prior to fabrication or installation. A sign permit must be obtained from the City before any signage is installed, in accordance with Surprise Municipal Code requirements.

II. Proposed On-Site Signage

The signage plan includes a mix of existing and proposed signs across the site. All existing signage currently complies with the applicable City of Surprise sign code standards and is included for reference and context.

A. Building-Mounted Signage (Channel Letters)

- *Location:* Mounted on the main facility façades
- *Design:* Red acrylic front-lit channel letters with aluminum backing
- *Function:* Identifies the business to both vehicular and pedestrian traffic
- *Compliance:* These signs are existing and conform to current code standards

B. Monument / Pylon Signage

- *Location:* Positioned near the property frontage along Cactus Rd
- *Design:* Monument-style sign with top channel letters and push-thru acrylic text; aluminum framing with internal LED lighting
- *Function:* Serves as a primary identification sign visible from roadway
- *Status:* Proposed
- *Compliance:* Will be reviewed and permitted under this CSP

C. Blade Signs

- *Location:* Affixed to parking garage structure within the site
- *Design:* Aluminum construction with digital printed flex-face banners
- *Function:* Aids in wayfinding for on-site traffic and customer movement
- *Compliance:* Currently installed; proposed CSP seeks to formalize and clarify their use and placement sitewide

III. Proposed Deviation

The primary deviation requested through this CSP pertains to **blade signs**.

Current Code Summary:

Under the existing City of Surprise sign code, blade signs are typically limited in terms of size, projection, and placement—often restricted to pedestrian-scale signage near storefront entrances or within specific zoning overlays.

Proposed Modification:

Tricolor Auto is seeking approval for larger blade signs mounted on the internal-facing parking structure. These signs are critical for internal site circulation and branding, as the facility serves as a high-volume vehicle recon center with multiple access points. The

proposed blade signs exceed standard code dimensions but are proportionate to the scale of the site and its operations.

These signs will maintain safety, clarity, and design consistency with the site's architectural aesthetic, and their inclusion under the CSP ensures long-term compliance and accountability.

IV. Statement of Compliance

All proposed signs, including those listed for deviation, shall comply with the applicable sign code in effect at the time of formal permit submittal. The CSP is intended to establish an overarching framework, with all individual sign permits to follow standard city review and approval processes.

V. Additional Coordination

Should any clarification or additional details be required, we welcome direct coordination with the assigned planner. Our goal is to ensure full transparency and to provide the Planning & Zoning Commission and City Council with a complete understanding of:

- What signage currently exists
- What new signage is being proposed
- What exceptions or deviations are being requested
- And how all signage will support the overall project vision and compliance with city standards

TRICOLOR AUTO



PROJECT OVERVIEW

- 1 FRONT BUILDING CHANNEL LETTER MANUFACTURE & INSTALLATION
- 2 FRONT BUILDING CHANNEL LETTER MANUFACTURE & INSTALLATION
- 3 ALUMINUM SIGNS WITH DIGITAL PRINTING ON FLEX FACE BANNERS (8UNITS FROM A TO H)
- 4 PYLON SIGN MANUFACTURE AND INSTALLATION
- ELECTRICAL CONNECTIONS

LG



CUSTOMER: Tricolor Auto

COMPANY: Tricolor Auto

LOCATION: 13400 Cactus Rd

CITY: Surprise

STATE: AZ

ZIP CODE: 85379

Corporate Office
1774 Green Oaks Rd.
Fort Worth TX 76116

817-945-1116
817-609-7762

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CITY APPROVAL

Date: _____ Permit#: _____

LANDLORD APPROVAL

Sign Here

Date: _____



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TEXAS DEPARTMENT OF LICENSING & REGULATION LICENSE: #19112

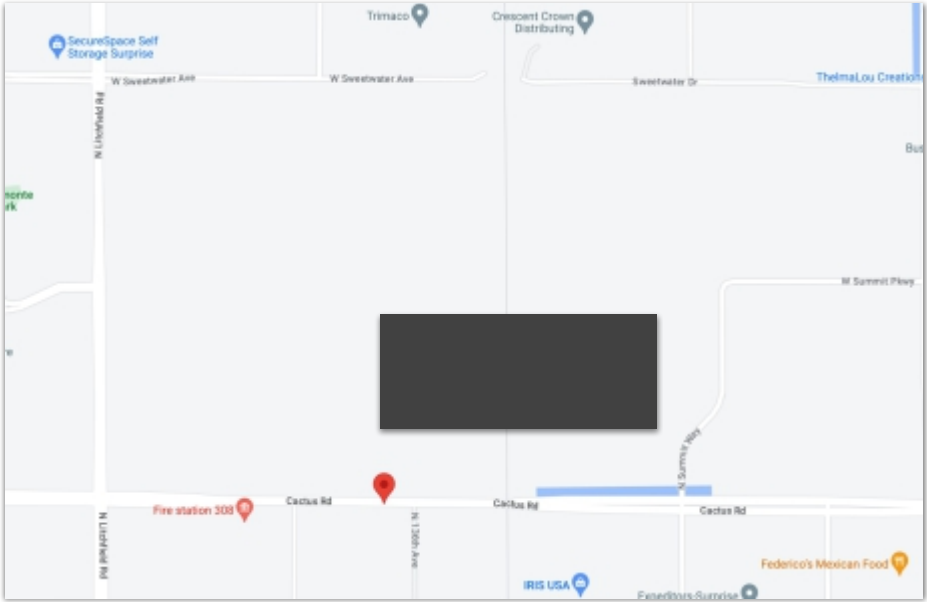
All work shall conform to:
City permits of Surprise, Arizona.

PRODUCT DESCRIPTION

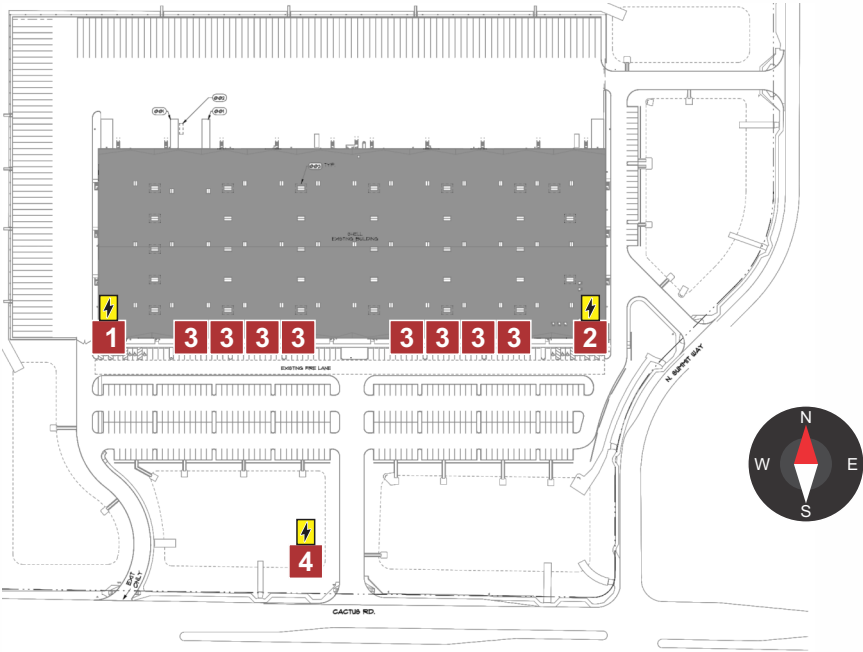
See the description of each product
on its respective page.

PROPOSAL

PROJECT LOCATION



SIGNS LOCATION



ELECTRICAL SIGN
CONTRACTOR
LICENSE: #19112

PRODUCT DESCRIPTION

See the description of each product
on its respective page.



CUSTOMER: Tricolor Auto

COMPANY: Tricolor Auto

LOCATION: 13400 Cactus Rd

CITY: Surprise

STATE: AZ

ZIP CODE: 85379



Corporate Office
1774 Green Oaks Rd.
Fort Worth TX 76116



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PROPOSAL



ELECTRICAL SIGN
CONTRACTOR
LICENSE: #19112

PRODUCT DESCRIPTION

CHANNEL LETTERS
ACRYLIC FRONT FACE
ALUMINUM BACK
LED LIGHTING ILLUMINATION SYSTEM



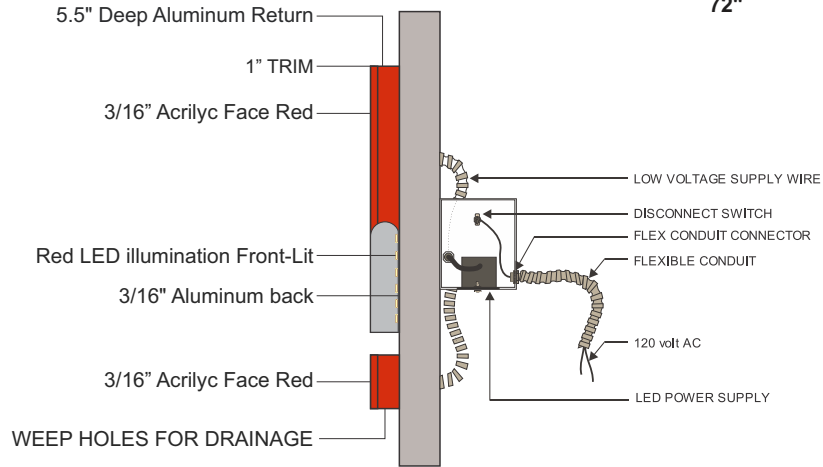
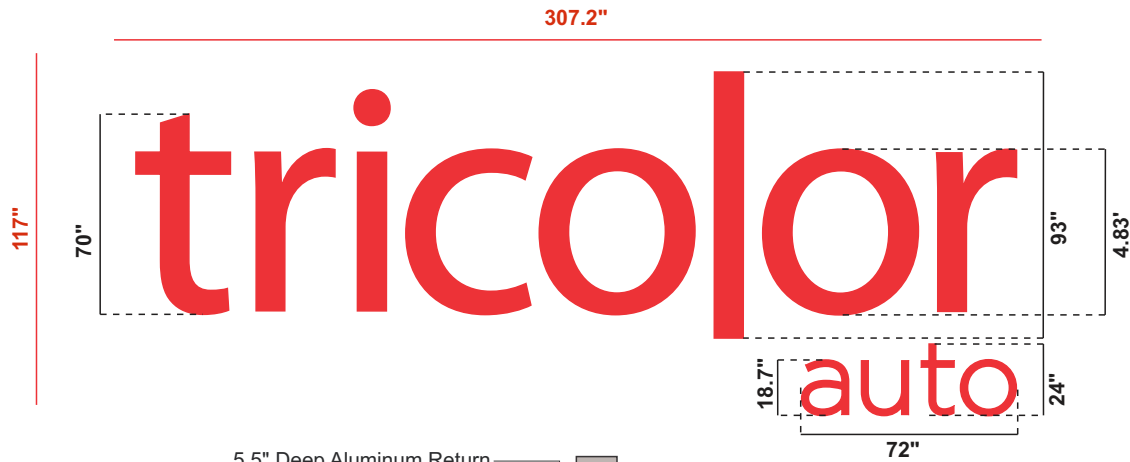
CUSTOMER: Tricolor Auto
COMPANY: Tricolor Auto
LOCATION: 13400 Cactus Rd
CITY: Surprise
STATE: AZ
ZIP CODE: 85379

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Vinyl Color
C0 M100 Y100 K0

auto 24"

LETTER VISIBILITY CHART

This letter visibility chart is based upon information provided by Pennsylvania Transportation Institute, Penn State University and the United States Sign Council (USSC).

Viewing Distance (ft.)	Minimum Required Letter Height (in.)
100'	4"
250'	10"
360' (city block)	16"
500'	22"
750'	33"
1000'	43"
1320' (1/4 mile)	57"

Calculations based on an externally (or naturally) lit sign with all upper case Helvetica letters utilizing optimal negative space. Factors that may affect required letter size are: color scheme, font selection, traffic and weather conditions, or sign standoff. Please refer to the complete study for additional information. For further details contact the USSC at 1-215-785-1922.



ELECTRICAL SIGN
CONTRACTOR
LICENSE: #19112

PRODUCT DESCRIPTION

CHANNEL LETTERS
ACRYLIC FRONT FACE
ALUMINUM BACK
LED LIGHTING ILLUMINATION SYSTEM



CUSTOMER: Tricolor Auto

COMPANY: Tricolor Auto

LOCATION: 13400 Cactus Rd

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PROPOSAL



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CHANNEL LETTERS
ACRYLIC FRONT FACE
ALUMINUM BACK
LED LIGHTING ILLUMINATION SYSTEM



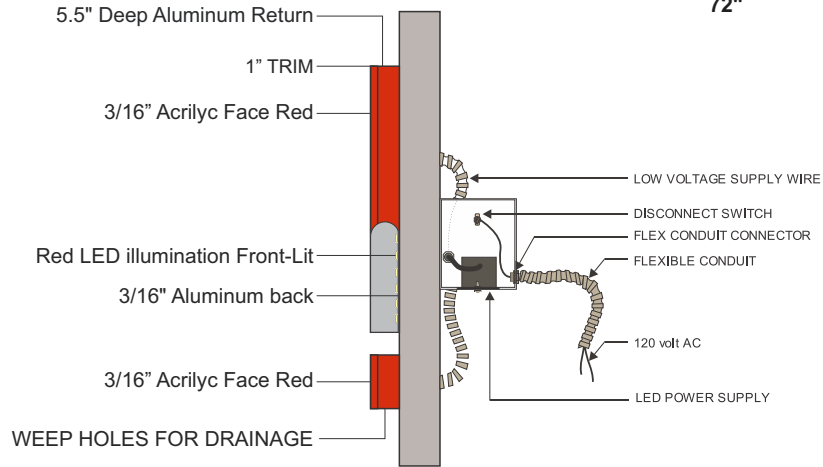
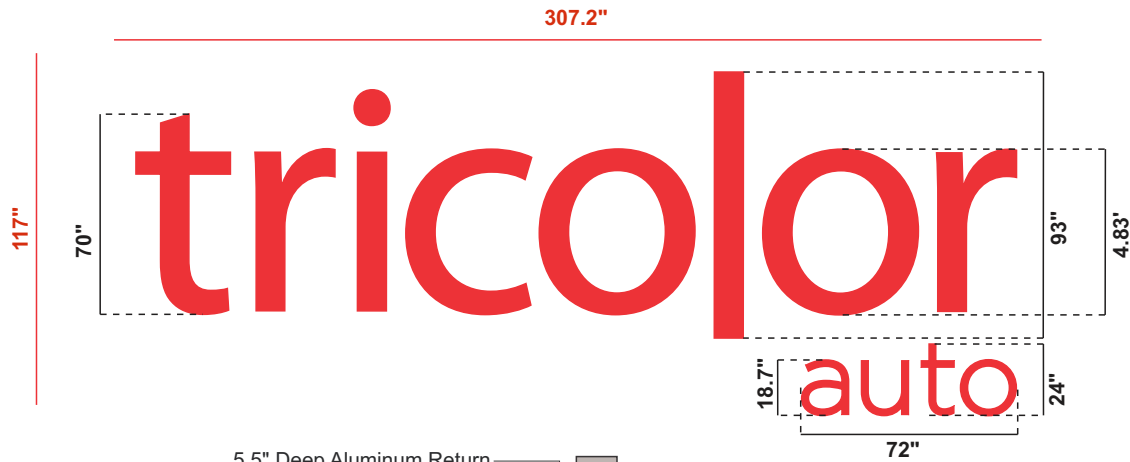
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COMPANY: Tricolor Auto
LOCATION: 13400 Cactus Rd
CITY: Surprise
STATE: AZ
ZIP CODE: 85379

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Vinyl Color
C0 M100 Y100 K0

auto 24"

LETTER VISIBILITY CHART

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ELECTRICAL SIGN
CONTRACTOR
LICENSE: #19112

PRODUCT DESCRIPTION

CHANNEL LETTERS
ACRYLIC FRONT FACE
ALUMINUM BACK
LED LIGHTING ILLUMINATION SYSTEM



CUSTOMER: Tricolor Auto

COMPANY: Tricolor Auto

LOCATION: 13400 Cactus Rd

CITY: Surprise

STATE: AZ

ZIP CODE: 85379

Corporate Office
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PROPOSAL



ELECTRICAL SIGN
CONTRACTOR
LICENSE: #19112

PRODUCT DESCRIPTION

EXTERIOR ALUMINUM SIGNS (8 SIGNS)

ALUMINUM STRUCTURE
DIGITAL PRINTING ON FLEX FACE BANNERS
BRACKED BASE WITH 2" SQUARE TUBE
2" FRAME



CUSTOMER: Tricolor Auto
COMPANY: Tricolor Auto
LOCATION: 13400 Cactus Rd
CITY: Surprise
STATE: AZ
ZIP CODE: 85379

Corporate Office
1774 Green Oaks Rd.
Fort Worth TX 76116

817-945-1116
817-609-7762

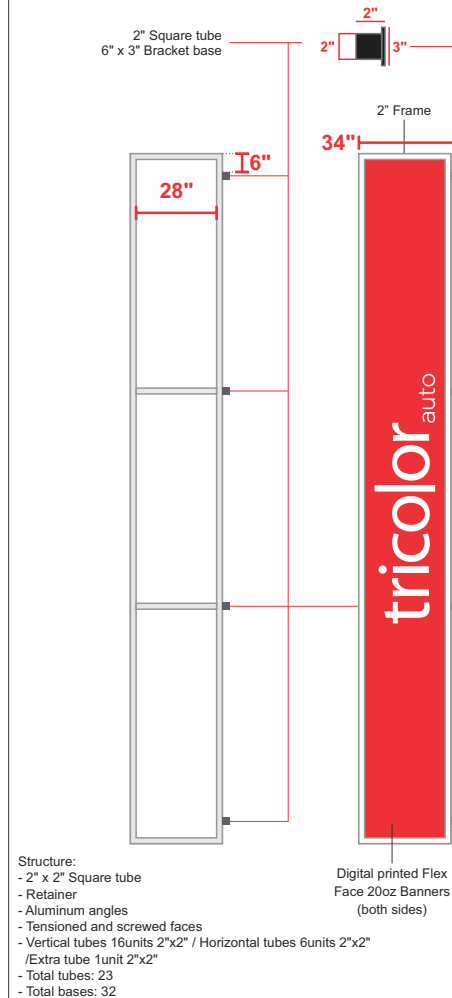
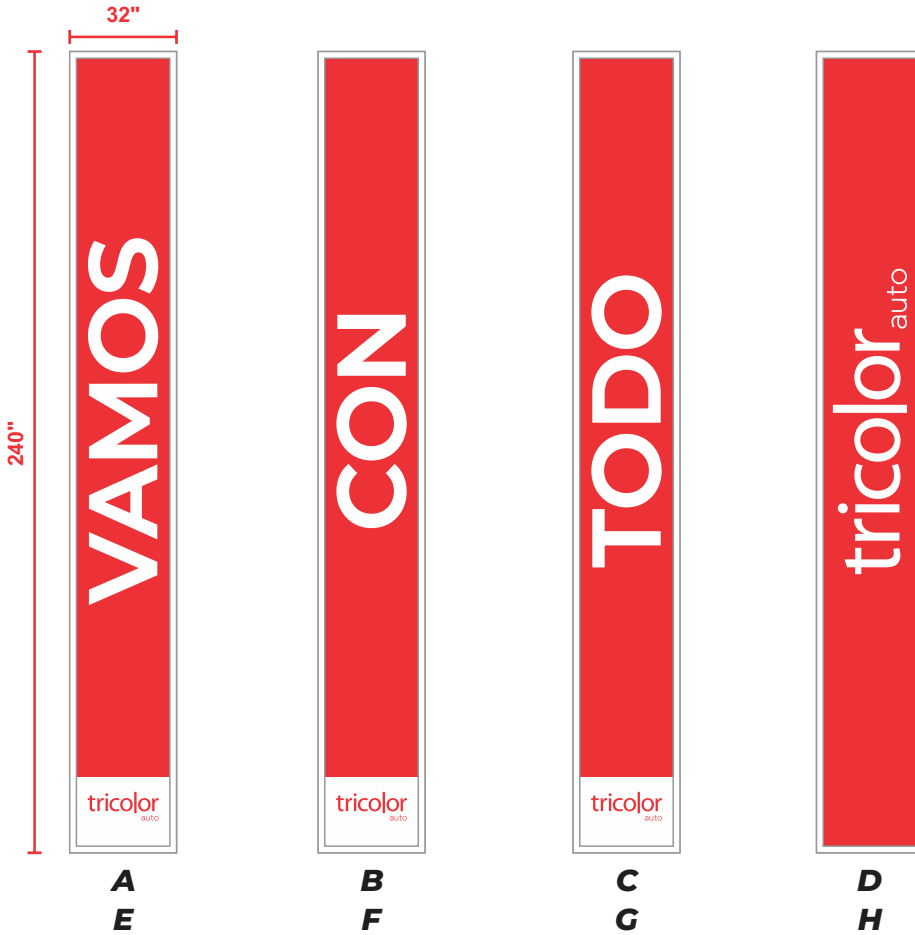
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Vinyl Color
C0 M100 Y100 K0

TODO 20"

LETTER VISIBILITY CHART

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PRODUCT DESCRIPTION

EXTERIOR ALUMINUM SIGNS (8 SIGNS)

ALUMINUM STRUCTURE
DIGITAL PRINTING ON FLEX FACE 20oz BANNERS
3.5" x 3.5" BRACKET BASE WITH 2" SQUARE TUBE
2" x 2" FRAME

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**ELECTRICAL SIGN
CONTRACTOR
LICENSE: #19112**



CUSTOMER: Tricolor Auto

COMPANY: Tricolor Auto

LOCATION: 13400 Cactus Rd

CITY: Surprise

STATE: AZ

ZIP CODE: 85379



Corporate Office
1774 Green Oaks Rd.
Fort Worth TX 76116



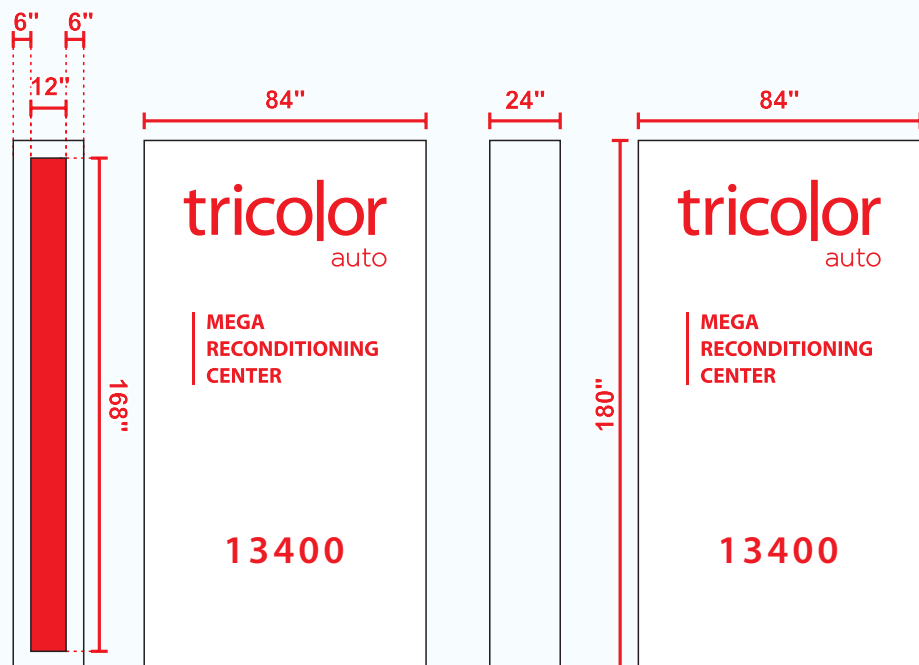
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DAY VIEW



NIGHT VIEW



ELECTRICAL SIGN
CONTRACTOR
LICENSE: #19112

PRODUCT DESCRIPTION

MONUMENT SIGN MANUFACTURING

- Top Channel Letter (Red)
- Bottom push-thru acrylic letters (Red)



CUSTOMER: Tricolor Auto

COMPANY: Tricolor Auto

LOCATION: 13400 Cactus Rd

CITY: Surprise

STATE: AZ

ZIP CODE: 85379



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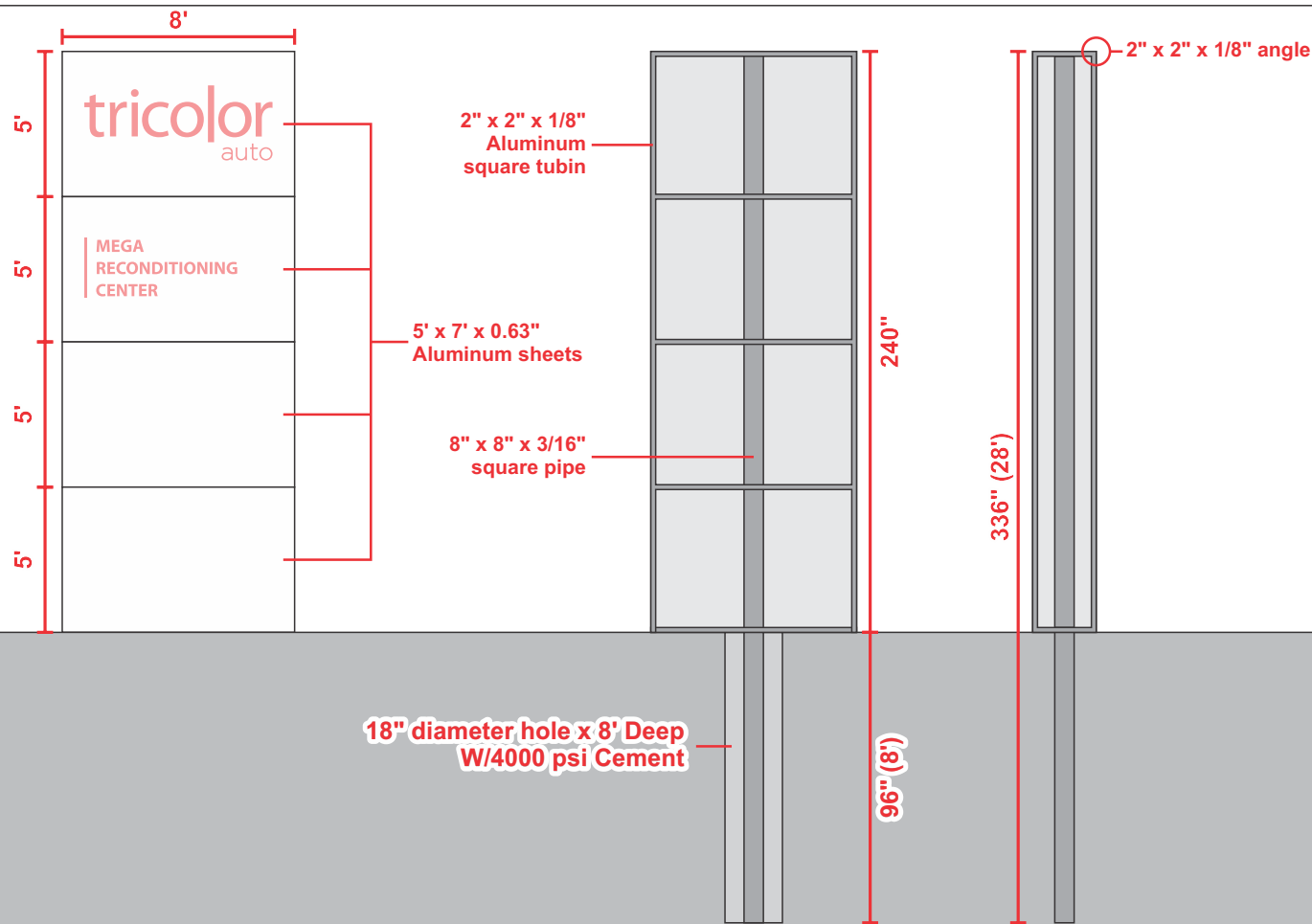


info@jasignsgraphic.com

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ELECTRICAL SIGN
CONTRACTOR
LICENSE: #19112

PRODUCT DESCRIPTION

MONUMENT SIGN MANUFACTURING

- Aluminum square tubes structure
- Aluminum square pipe
- Aluminum sheets
- Aluminum Angles

CUSTOMER: Tricolor Auto

COMPANY: Tricolor Auto

LOCATION: 13400 Cactus Rd

CITY: Surprise

STATE: AZ

ZIP CODE: 85379



Corporate Office
1774 Green Oaks Rd.
Fort Worth TX 76116



817-945-1116
817-609-7762



www.jasignsgraphic.com

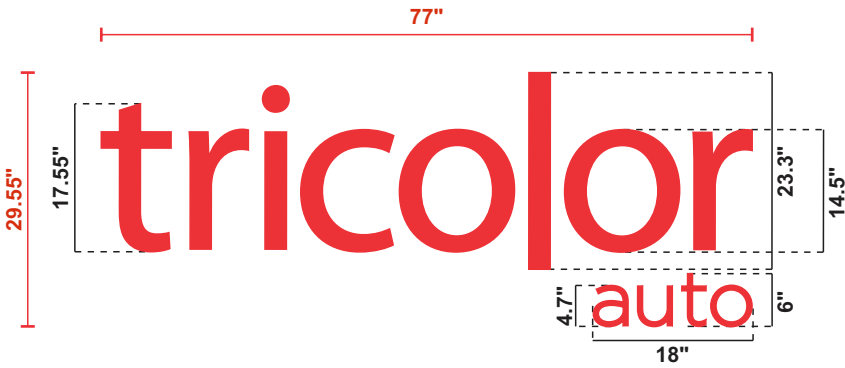


info@jasignsgraphic.com

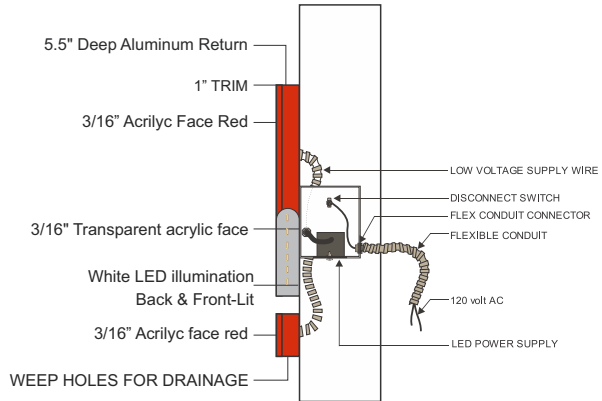
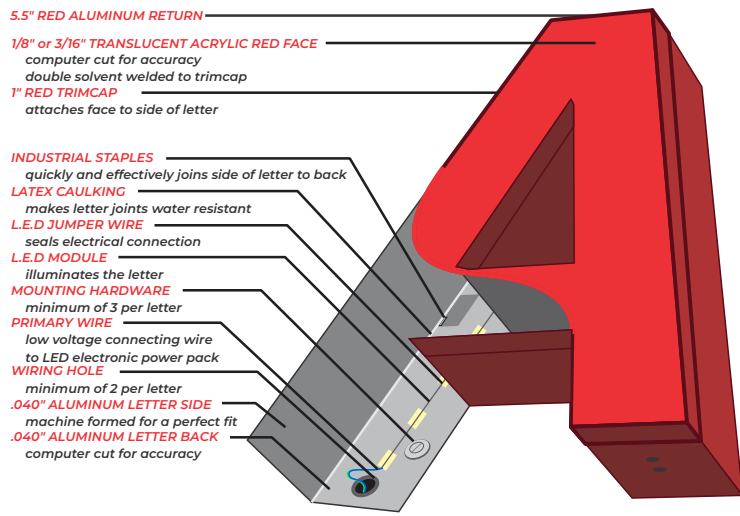
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FRONT LIT VIEW



Color Code
C0 M100 Y100 K0



LETTER VISIBILITY CHART

This letter visibility chart is based upon information provided by Pennsylvania Transportation Institute, Penn State University and the United States Sign Council (USSC).

Viewing Distance (ft.)	Minimum Required Letter Height (in.)
100'	4"
250'	10"
360' (city block)	16"
500'	22"
750'	33"
1000'	43"
1320' (1/4 mile)	57"

Calculations based on an externally (or naturally) lit sign with all up per case Helvetica letters utilizing optimal negative space. Factors that may affect required letter size are: color scheme, font selection, traffic and weather conditions, or sign standoff. Please refer to the complete study for additional information. For further details contact the USSC at 1-215-785-1922.

PRODUCT DESCRIPTION

MONUMENT SIGN MANUFACTURING

- Top Channel Letter (Red)



ELECTRICAL SIGN
CONTRACTOR
LICENSE: #19112



CUSTOMER: Tricolor Auto

COMPANY: Tricolor Auto

LOCATION: 13400 Cactus Rd

CITY: Surprise

STATE: AZ

ZIP CODE: 85379

Corporate Office
1774 Green Oaks Rd.
Fort Worth TX 76116

817-945-1116
817-609-7762

www.jasignsgraphic.com

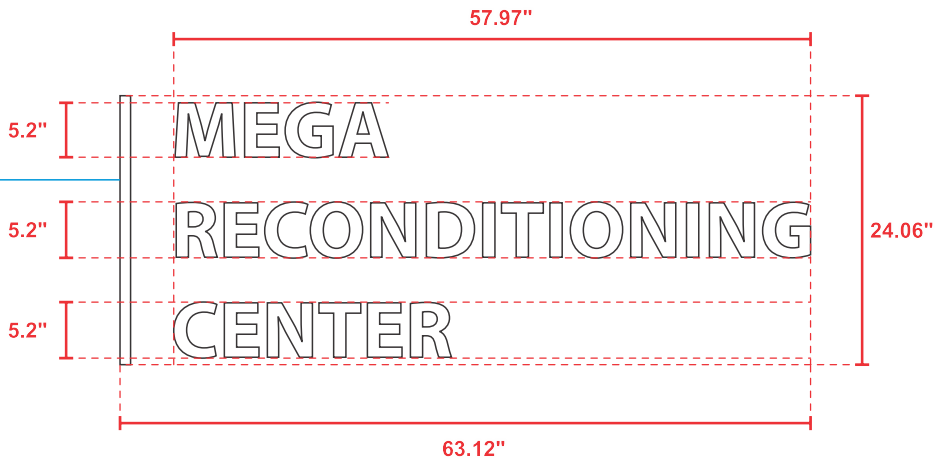
info@jasignsgraphic.com

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Letter holes cut
into the metal
structure to show
the red acrylic

Internal 1/4"
Red translucent
Acrylic



Color Code
C0 M100 Y100 K0

RECONDITIONING 5.2"

LETTER VISIBILITY CHART

This letter visibility chart is based upon information provided by Pennsylvania Transportation Institute, Penn State University and the United States Sign Council (USSC).

Viewing Distance (ft.)	Minimum Required Letter Height (in.)
100'	4"
250'	10"
360' (city block)	16"
500'	22"
750'	33"
1000'	43"
1320' (1/4 mile)	57"

Calculations based on an externally (or naturally) lit sign with all upper case Helvetica letters utilizing optimal negative space. Factors that may affect required letter size are: color scheme, font selection, traffic and weather conditions, or sign standoff. Please refer to the complete study for additional information. For further details contact the USSC at 1-215-785-1922.

PRODUCT DESCRIPTION

MONUMENT SIGN MANUFACTURING

Bottom show-thru acrylic letters (Red)



**ELECTRICAL SIGN
CONTRACTOR
LICENSE: #19112**



CUSTOMER: Tricolor Auto

COMPANY: Tricolor Auto

LOCATION: 13400 Cactus Rd

CITY: Surprise

STATE: AZ

ZIP CODE: 85379



Corporate Office
1774 Green Oaks Rd.
Fort Worth TX 76116



817-945-1116
817-609-7762



www.jasignsgraphic.com



info@jasignsgraphic.com

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CITIZEN PARTICIPATION REPORT

Project Name: Tricolor Auto Comprehensive Sign Plan

Project Number: FS24-1219 TRICOLOR AUTO AZ BLADE FS2411.1 CSP - DESIGN REVIEW

Prepared By: Marsh Consulting & Permitting

Date: 4/9/2025

1. Introduction

This Citizen Participation Report outlines the efforts made to engage nearby property owners and residents regarding the proposed Comprehensive Sign Plan for the Tricolor Auto facility. The purpose of the request is to allow for additional blade signs beyond what is typically permitted under the zoning ordinance, due to the need for enhanced wayfinding and the facility's lack of direct frontage for traditional advertisement.

2. Citizen Participation Outreach

Methods of Outreach:

Outreach was conducted in accordance with the City of Surprise notification requirements. This included:

- **Postcards mailed** to all property owners and residents within 300 feet of the subject site.
- **Posting of two signs** on-site at clearly visible locations
- **Posting in Newspapers** - two legal ads were placed in both the Phoenix Independent on March 21, 2025 and in the Surprise Independent on March 26, 2025

3. Neighborhood Meeting

Meeting Details:

- **Date:** April 8, 2025
- **Time:** 6:00PM – 6:30PM
- **Location:** Surprise Regional Library – 16089 N Bullard Avenue
- **Format:** In-person



Attendance:

- **Total Attendees:** 1 community member
- **Affiliations:** Not applicable
- **Sign-in Sheet Submitted:** Yes, via Project Author Portal

Presentation Summary:

An overview of the proposed sign plan was shared, including the request to exceed the standard number of blade signs due to the facility's unique access limitations and navigational needs.

4. Community Feedback

Summary of Comments and Concerns:

One community member attended the meeting. They asked thoughtful questions related to the signage but did not express any opposition to the proposal.

Responses Provided:

Clarifications were made regarding the functional purpose of the signs for navigation and visibility due to the site's layout and location. No objections were raised.

5. Modifications Based on Feedback

No modifications were made to the sign plan as no concerns or objections were raised during the public outreach process.

Thank you for your consideration of this report. Please feel free to contact me at 602.341.0721 or via email at Daniel@PermitHelp.me for any further clarification or additional information.

Sincerely,

Daniel Marsh, Principal Consultant at Marsh Consulting & Permitting

4/8/25

Sign in Sheet

[illegible]

AFFIDAVIT OF SIGN POSTING

Case Number: FS24-1219
Project Name: TRI COLOR AUTO CSP
Project Location: 13400 W. CACTUS RD SURPRISE, AZ
Date Posted: 3/21/2025

In order to assist in providing adequate notice to interested parties, the applicant for any type of public hearing shall erect two (2) signs providing notice of the date, time, and place of the scheduled hearing(s). These signs must be erected not less than fifteen (15) calendar days prior to the date of the first hearing. The signs shall also include the description of the request as contained on the formal development application. The size and format of this sign shall meet requirements established by the city (see example).

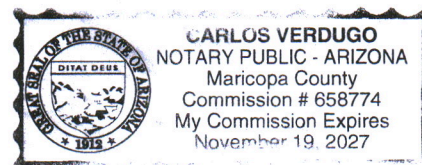
Such notice shall be clearly legible and placed at a prominent location on the site, generally adjacent and perpendicular to the public right-of-way. It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property, as well as the information on the sign, until final disposition of the case.

I confirm that the site has been posted as required, for the case noted above. Photographs of the site posting, and any subsequent changes/updates made to the sign, have also been submitted.

Kenneth Scott Koehler 3/24/2025
Owner / Application Signature Date

This instrument was acknowledged before me this 24 day of March,
20 25 by KENNETH SCOTT KOEHLER

[Signature]
Notary Public
My Commission Expires: 11/19/2027



Notice of Public Hearing City of Surprise

In-Person Neighborhood Meeting

Date: **APRIL 8TH 2025**

Time: **6:00PM**

Planning & Zoning

Date:

Time:

City Council

Date:

Time:

Surprise Regional Library

Location: 16089 N. Bullard Ave, Surprise, AZ 85374

Location:

Location:



Case # FS24-1219

Request: A Comprehensive Sign Program (CSP) for Tricolor Auto AZ Mega Recon facility located at the northwest corner of Cactus Road and Summit Way.

For more information, call: 623-222-3011

surpriseaz.gov

33.594824° N 112.347332° W



33.594743° N 112.346967° W



RAILROAD
CROSSING

Notice of Public Hearing City of Surprise

In-Person Neighborhood Meeting

Planning & Zoning

City Council

Date: **APRIL 8TH 2025**

Date:

Date:

Time: **6:00PM**

Time:

Time:

Surprise Regional Library

Location: 16089 N. Bullard Ave, Surprise, AZ 85374

Location:

Location:



Case # FS24-1219

Request: A Comprehensive Sign Program (CSP) for Tricolor Auto
AZ Mega Recon facility located at the northwest corner
of Cactus Road and Summit Way.

For more information, call: 623-222-3011

surpriseaz.gov

33.594878° N 112.350466° W

Notice of Public Hearing
City of Surprise

In-Person Neighborhood Meeting	Planning & Zoning	City Council
Date: APRIL 8TH 2025	Date:	Date:
Time: 6:00PM	Time:	Time:
Surprise Regional Library		
Location: 16589 N. Bullard Ave, Surprise, AZ 85374	Location:	Location:

 Case # FS24-1219
Request: A Comprehensive Sign Program (CSP) for Tricolor Auto AZ Mega Recon facility located at the northwest corner of Cactus Road and Summit Way.

For more information, call: 623-222-3011
surpriseaz.gov

33.594887° N 112.350588° W

**State of Arizona:
County of Maricopa:
Affidavit of Publication**

I, Charlene Bisson, Arizona President/CEO of Independent Newsmedia Inc. USA, am authorized to make this affidavit of publication. Under oath, I state that the following is true and correct.

The **Phoenix Independent** (formerly the Daily Independent) is a newspaper which is published Tuesdays and Fridays, is of general circulation and is in compliance with the Arizona Revised Statutes 10-140.34 & 39-201 A & B. I solemnly swear that the notice was published in the regular and entire section of the said newspaper and not in any supplement. The below listed advertisement appeared in the following issue(s)

Phoenix Independent: 3/21/2025
Surprise Independent: 3/26/2025

Charlene Bisson

CHARLENE BISSON
President/CEO

Sworn to and subscribed before me this
3/28/2025

TERRI RODGERS



TERRI RODGERS
Notary Public

Name	CITY OF SURPRISE - Community Development
Order Number	19444
Ordered By	Tanner Wessel
Order Date	3/19/2025
Description	FS24-1219
Number Issues	2
Pub Count	2
Order Cost	\$222.88
First Issue	3/21/2025
Last Issue	3/26/2025
Publications	Phoenix Independent, Surprise Independent

**DEVELOPMENT PROJECT
NEIGHBORHOOD MEETING**

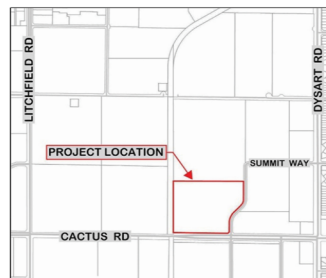
Please be advised, Daniel Marsh with Marsh Consulting & Permitting, LLC, will host a Neighborhood Meeting to discuss the project referenced below. Any member of the public may participate in this conversation as it pertains to this project by utilizing the information provided under Neighborhood Meeting Details below. According to Surprise Municipal Code, the applicant is required to host a Neighborhood Meeting to present their project to the public while soliciting feedback and providing answers to questions. Please note, the City of Surprise is not the host of this meeting; however, the assigned City Planner will be available to provide information as needed in response to inquiries received from residents.

Applicant: Daniel Marsh, (602) 341-0721, daniel@permithelp.me
City of Surprise Planner: Tanner Wessel (623) 222-3137, tanner.wessel@surpriseaz.gov

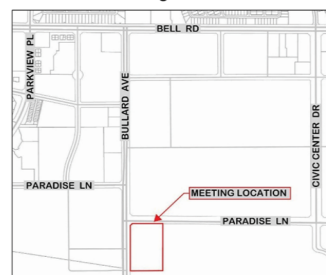
NEIGHBORHOOD MEETING DETAILS

DATE: Tuesday, April 8, 2025
TIME: 6:00 PM
LOCATION: Surprise Regional Library
16089 N. Bullard Avenue
Surprise AZ 85374

Project Location



Meeting Location



PROJECT DESCRIPTION:

A Comprehensive Sign Program (CSP) for Tricolor Auto located at the northwest corner of Cactus Road and Summit Way. Surprise Planning Case FS24-1219.

Publish: Phoenix Independent, March 21, 2025, Surprise Independent, March 26, 2025/19444

AFFIDAVIT OF SIGN POSTING

Case Number: FS24-1219
Project Name: TRI COLOR AUTO CSP
Project Location: 13400 W. CACTUS RD SURPRISE, AZ
Date Posted: 6/16/2025 WITHOUT TIME 6/20/2025 WITH TIME

In order to assist in providing adequate notice to interested parties, the applicant for any type of public hearing shall erect two (2) signs providing notice of the date, time, and place of the scheduled hearing(s). These signs must be erected not less than fifteen (15) calendar days prior to the date of the first hearing. The signs shall also include the description of the request as contained on the formal development application. The size and format of this sign shall meet requirements established by the city (see example).

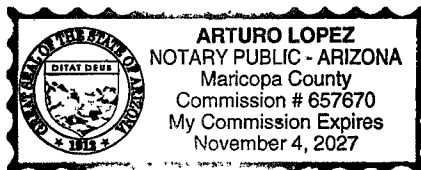
Such notice shall be clearly legible and placed at a prominent location on the site, generally adjacent and perpendicular to the public right-of-way. It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property, as well as the information on the sign, until final disposition of the case.

I confirm that the site has been posted as required, for the case noted above. **Photographs of the site posting, and any subsequent changes/updates made to the sign, have also been submitted.**

Kenneth Scott Koehler JUNE 23, 2025
Owner / Application Signature Date

This instrument was acknowledged before me this 23 day of June,

20 25 by Kenneth Scott Koehler



[Signature]
Notary Public

My Commission Expires:

Notice of Public Hearing

City of Surprise

In-Person Neighborhood Meeting

Date: **APRIL 8TH 2025**

Time: **6:00PM**

Surprise Regional Library

Location: 16089 N. Bullard Ave., Surprise, AZ 85374

Planning & Zoning

Date: **THURSDAY, JULY 17, 2025**

Time: **6:00PM**

16000 N. Civic Center Plaza

Location: Surprise, AZ 85374

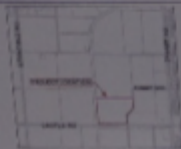
City Council

Date: **TUESDAY, AUGUST 5, 2025**

Time: **6:00PM**

16000 N. Civic Center Plaza

Location: Surprise, AZ 85374



Case # FS24-1219

Request: A Comprehensive Sign Program (CSP) for Tricolor Auto
AZ Mega Recon facility located at the northwest corner
of Cactus Road and Summit Way.

For more information, call: 623-222-3011
surpriseaz.gov

Notice of Public Hearing

City of Surprise

In-Person Neighborhood Meeting

Date: **APRIL 8TH 2025**

Time: **6:00PM**

Surprise Regional Library

Location: 16089 N. Bullard Ave, Surprise, AZ 85374

Planning & Zoning

Date: **THURSDAY, JULY 17, 2025**

Time: **6:00PM**

16000 N. Civic Center Plaza

Location: Surprise, AZ 85374

City Council

Date: **TUESDAY, AUGUST 5, 2025**

Time: **6:00PM**

16000 N. Civic Center Plaza

Location: Surprise, AZ 85374



Case # FS24-1219

Request: A Comprehensive Sign Program (CSP) for Tricolor Auto AZ Mega Recon facility located at the northwest corner of Cactus Road and Summit Way.

For more information, call: 623-222-3011
surpriseaz.gov

Notice of Public Hearing

City of Surprise

In-Person Neighborhood Meeting

Date: **APRIL 8TH 2025**

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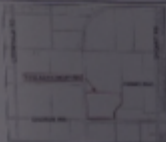
City Council

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Time: **6:00PM**

16000 N. Civic Center Plaza

Location: Surprise, AZ 85374



Case # FS24-1219

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For more information, call: 623-222-3011
surpriseaz.gov

Notice of Public Hearing

City of Surprise

In-Person Neighborhood Meeting

Date: **APRIL 8TH 2025**

Time: **6:00PM**

Surprise Regional Library

Location: 16089 N. Bullard Ave, Surprise, AZ 85374

Planning & Zoning

Date: **THURSDAY, JULY 17, 2025**

Time: **6:00PM**

16000 N. Civic Center Plaza

Location: Surprise, AZ 85374

City Council

Date: **TUESDAY, AUGUST 5, 2025**

Time: **6:00PM**

16000 N. Civic Center Plaza

Location: Surprise, AZ 85374



Case # FS24-1219

Request: A Comprehensive Sign Program (CSP) for Tricolor Auto
AZ Mega Recon facility located at the northwest corner
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For more information, call: 623-222-3011
surpriseaz.gov

FS24-1219

Tricolor Auto AZ

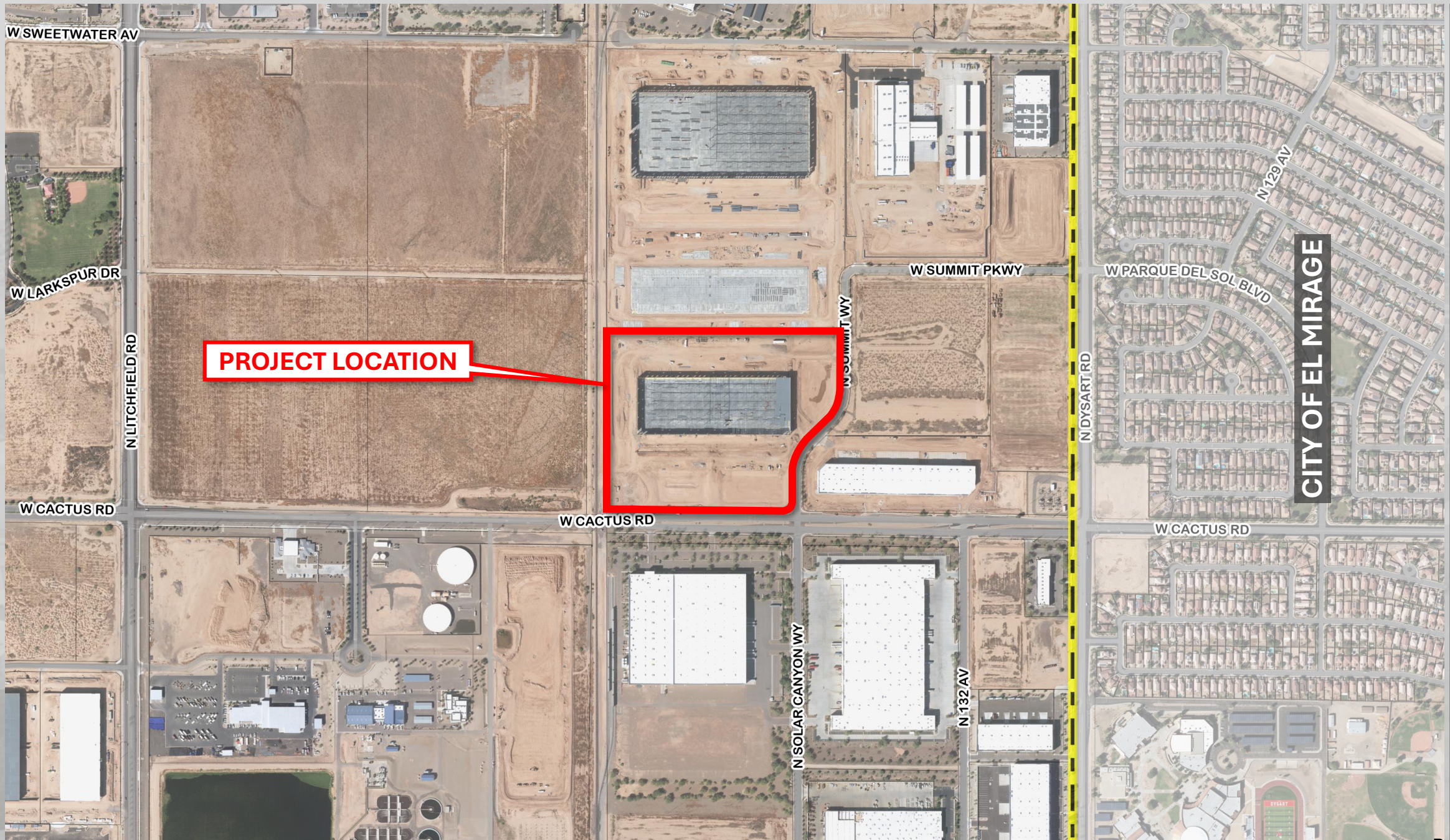
Comprehensive Sign Program

Planning & Zoning Commission

July 17, 2025



SURPRISE
ARIZONA



FS24-1219 VICINITY MAP



SIGN CURRENTLY PERMITTED AND EXISTING



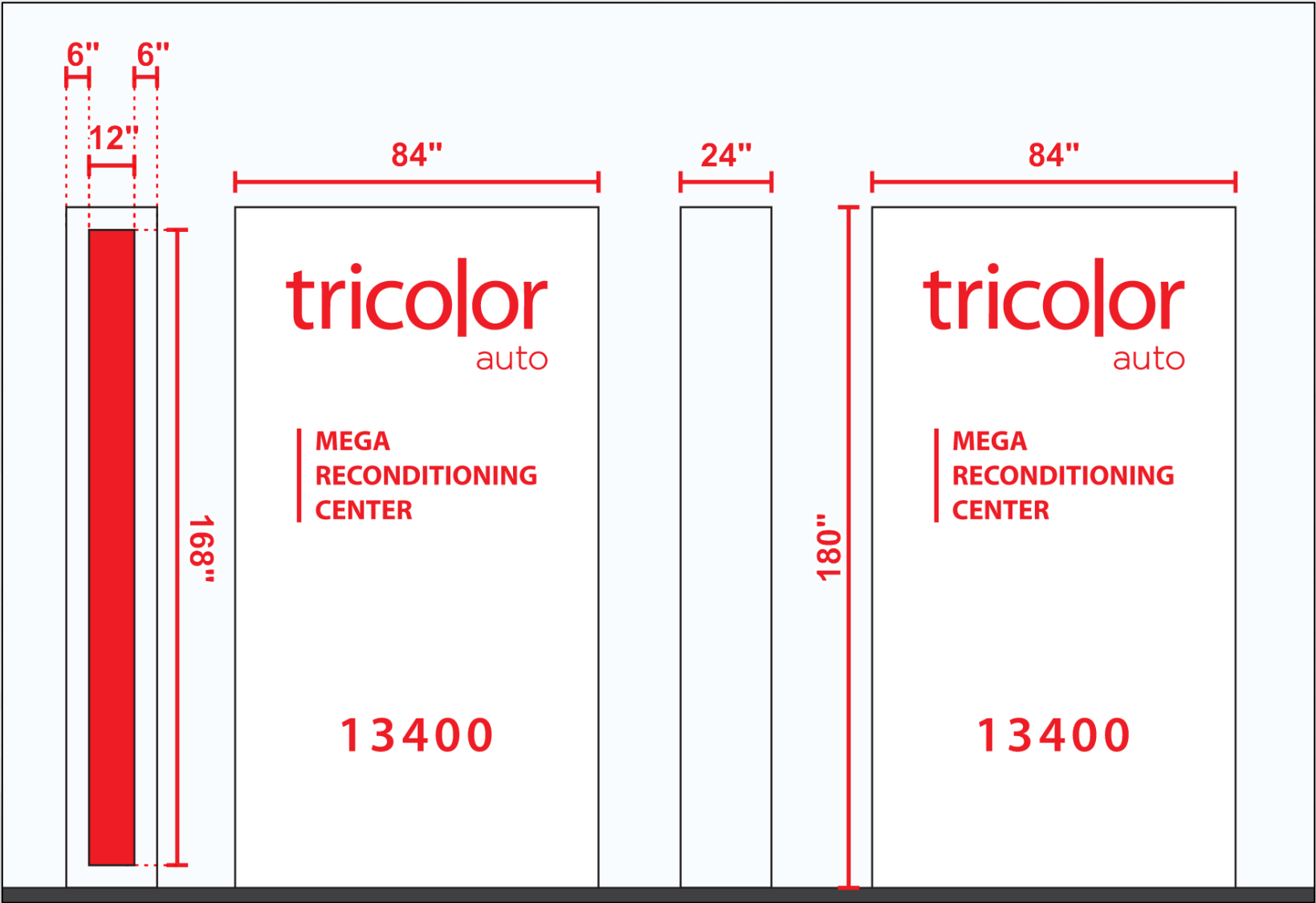
LDO STANDARDS

1.5 sq. ft. per each linear foot of building face

PROPOSED CSP

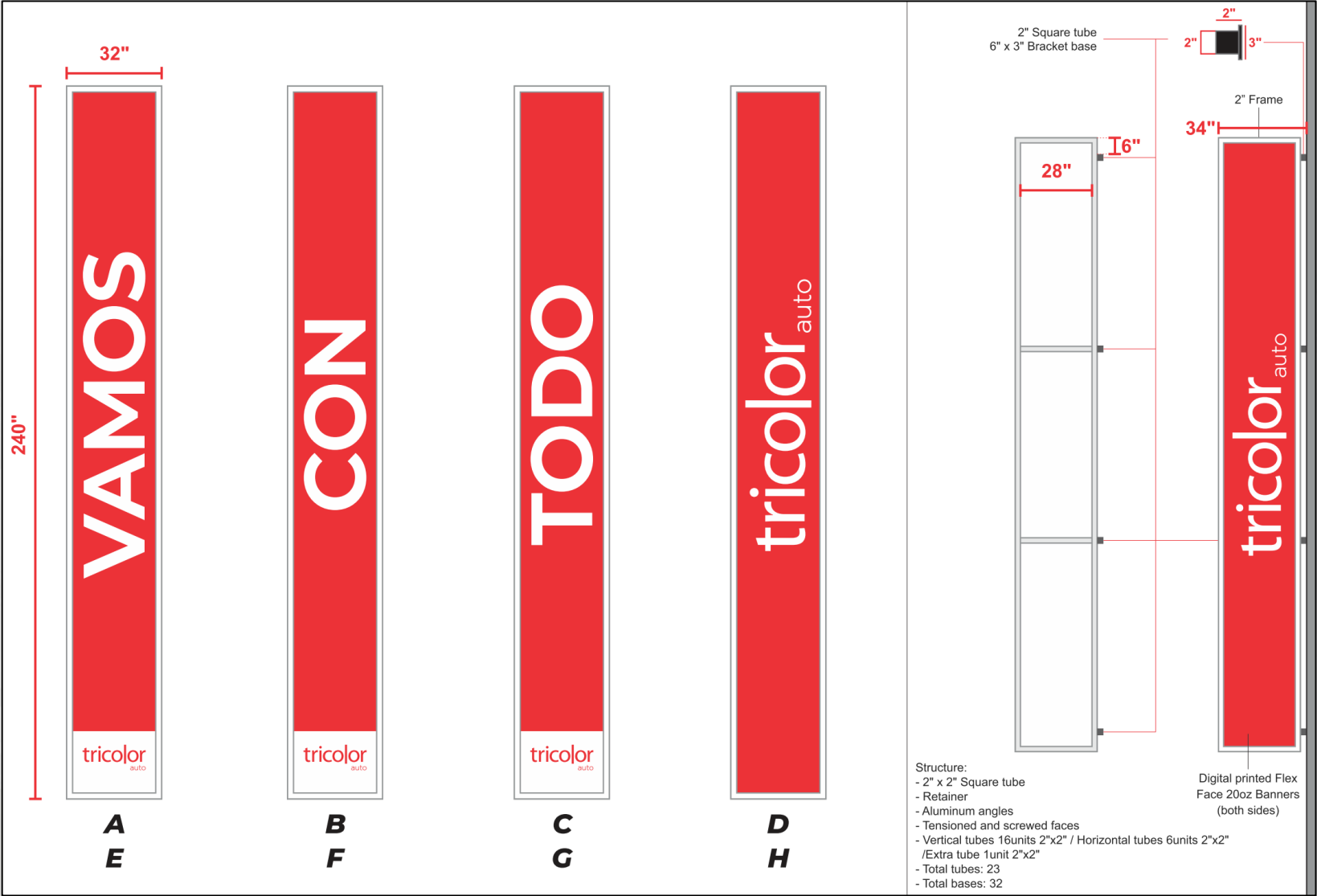
1.5 sq. ft. per each linear foot of building face ☒

SIGN CURRENTLY PERMITTED AND EXISTING



LDO STANDARDS	
Number of Signs	1 sign per 150-feet
Max. Height	15' *
* 17' for architectural embellishments	
Max. Sign Area	120 SQ. FT.

PROPOSED CSP	
Number of Signs	1 sign ☒
Height	15' ☒
Sign Area	80 sq. ft. ☒



LDO STANDARDS	
Number of Signs	1 Sign
Sign Clearance over Sidewalks	Min. 8'
Sign Clearance over Parking	Min. 15'
Max. Sign Height	40' from S/W
Max. Projection	36 Inches

PROPOSED CSP	
Number of Signs	8 Signs
Sign Clearance over Sidewalks	8-Feet ☒
Sign Clearance over Parking	N/A ☒
Sign Height	28' from S/W ☒
Projection	34 Inches ☒



BLADE SIGNS

OUTREACH

Neighborhood Meeting

- April 8, 2025
- Surprise Regional Library
- 1 attendee

RECOMMENDATION

Staff recommends the Planning & Zoning Commission recommend approval to City Council subject to stipulations 'a' and 'b'

Questions or Comments?

THANK YOU



SURPRISE
ARIZONA

STIPULATIONS

- a. Development and use of the site shall be consistent with the Comprehensive Sign Program entitled “Tricolor Auto – AZ Mega Recon Facility” prepared by Marsh Consulting & Permitting, LLC and J&A Signs and received May 13, 2025.
- b. Non-compliance with the stipulations of approval of this case will be treated as a violation in accordance with the applicable provisions of the Surprise Municipal Code.