



CITY OF SURPRISE
Planning & Zoning Commission
16000 N. Civic Center Plaza
Surprise, AZ 85374
Thursday, August 7, 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:

CONSENT AGENDA:

- | | | | |
|----|----------|---|---|
| 1. | Internal | Consideration and action to approve or disapprove the July 17, 2025 Planning and Zoning Commission Meeting Minutes. | Renee Puig-Hink
Community
Development |
|----|----------|---|---|

REGULAR AGENDA ITEM - PUBLIC HEARING:

- | | | | |
|----|------------|--|--|
| 2. | District 2 | Consideration and action pertaining to the Conditional Use Permit (CUP) with Site Plan for an automobile oil change facility, generally located west of Arizona State Route 303 and south of Bell Road within the Villages at Surprise South Planned Area Development (PAD). Case FS24-0582. (Updated on 8/5/25) | Alex Ferruccio
Community
Development |
|----|------------|--|--|

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

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.

- 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: July 29th, 2025 @ 11:00 AM
Updated August 5th, 2025 @ 9:30 AM

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: August 7, 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 July 17, 2025 Planning and Zoning Commission Meeting Minutes.

Motion:

I move to approve/disapprove the July 17, 2025 Planning and Zoning Commission Regular Meeting Minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 7-17-2025 MINS
-

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

July 17, 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 July 17, 2025.

A. ROLL CALL

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

STAFF PRESENT:

Jeffrey Murray, City Attorney; Lloyd Abrams, Director of Community Development; Tiffany Copp, Assistant Director; Tanner Wessel, Planner II; 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.

REGULAR AGENDA ITEM – NON-PUBLIC HEARING:

Item 1 – Nomination and selection of the Planning and Zoning Commission Chair.

Chair Holland made a motion to nominate Vice Chair Chapman for the position of Chair for the Planning and Zoning Commission. Commissioner Leonard seconded the motion. Motion passed with 7 votes in favor.

Item 2 – Nomination and selection of the Planning and Zoning Vice Chair.

Commissioner Leonard made a motion to nominate Commissioner Spata for the position of Vice Chair for the Planning and Zoning Commission. Commissioner Keating seconded the motion. Motion passed with 7 votes in favor.

CONSENT AGENDA:

Item 3 – Consideration and action to approve or disapprove the June 5, 2025, Planning and Zoning Commission Regular Meeting Minutes.

Commissioner Bash made a motion to approve the June 5, 2025, Planning and Zoning Commission Regular Meeting Minutes as presented. Commissioner Keating seconded the motion. Motion passed with 6 votes in favor. Commissioner Leonard abstained from the vote.

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 4 – 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, Assistant Director, presented item 4 to the Commission.

Chair Chapman opened the public hearing.

- None

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

The Commission discussed the following:

- None

Commissioner Holland moved to a recommended approval of Zoning Text Amendment to conform with Legislative Updates, Case #FS25-0477. Commissioner Perry seconded the motion. Motion passed with 7 votes in favor.

Item 5 – 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, Planner II, presented item 5 to the Commission.

Chair Chapman opened the public hearing.

- None

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

The Commission discussed the following:

- Blade sign installation location

Commissioner Keating moved 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. Commissioner Bash seconded the motion. Motion passed with 7 votes in favor.

OTHER BUSINESS AND FUTURE AGENDA ITEMS:

- Review city rules and ordinances pertaining to data centers.

ADJOURNMENT:

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

Meeting adjourned at 6:20 pm.

Ken Chapman
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: August 7, 2025 Contact Person: Alex Ferruccio
Submitting Department: Community Development District: District 2
Staff Recommendations:

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

Agenda Wording:

Consideration and action pertaining to the Conditional Use Permit (CUP) with Site Plan for an automobile oil change facility, generally located west of Arizona State Route 303 and south of Bell Road within the Villages at Surprise South Planned Area Development (PAD). Case FS24-0582.
(Updated on 8/5/25)

Motion:

I move to **approve** the Conditional Use Permit with Site Plan for Take 5 Oil Change Surprise AZ, Case FS24-0582, subject to stipulations 'a' through 'e' as outlined in the staff report.

I move to **deny** the Conditional Use Permit with Site Plan for Take 5 Oil Change Surprise AZ, Case FS24-0582, because *[insert reason]*.

Background:

Julie Guirguis with Atwell, LLC, requests a CUP with Site Plan to allow for a new automobile oil change facility on a vacant 1.34-acre parcel generally located west of Arizona State Route 303 and south of Bell Road within the Villages at Surprise South Planned Area Development (PAD).

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 - FS24-0582 Take 5 Oil Change Surprise AZ CUP with Site Plan - Staff Report
 2. 01 - FS24-0582 Take 5 Oil Change Surprise AZ CUP with Site Plan - Vicinity Map
 3. 02 - FS24-0582 Take 5 Oil Change Surprise AZ CUP with Site Plan - Zoning Map
 4. 03 - FS24-0582 Take 5 Oil Change Surprise AZ CUP with Site Plan - Site Plan
 5. 04 - FS24-0582 Take 5 Oil Change Surprise AZ CUP with Site Plan - Landscape Plan
 6. 05 - FS24-0582 Take 5 Oil Change Surprise AZ CUP with Site Plan - Elevations
 7. 06 - FS24-0582 Take 5 Oil Change Surprise AZ CUP with Site Plan - Citizen Participation Report
 8. 07 - FS24-0582 Take 5 Oil Change Surprise AZ CUP with Site Plan - Affidavit of Site Posting
 9. FS24-0582 Take 5 Oil Change Surprise AZ CUP with Site Plan - PowerPoint
-

CONDITIONAL USE PERMIT

REPORT TO THE PLANNING AND ZONING COMMISSION

Case: FS24-0582

Project Name: Take 5 Oil Change Surprise AZ

Council District: 2 – Cottonwood

Meeting Date: August 7, 2025

Planner: Alex Ferruccio, Planner I

Owner: Brad Clough, Bell Road and Loop 303, LLP

Applicant: Julie Guirguis, Atwell, LLC

Request: Conditional Use Permit with Site Plan for an automobile oil change facility

Site Location: Generally located west of Arizona State Route 303 and south of Bell Road in the Villages at Surprise South Planned Area Development (PAD)

Site Size: 1.34 acres (approx.)

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

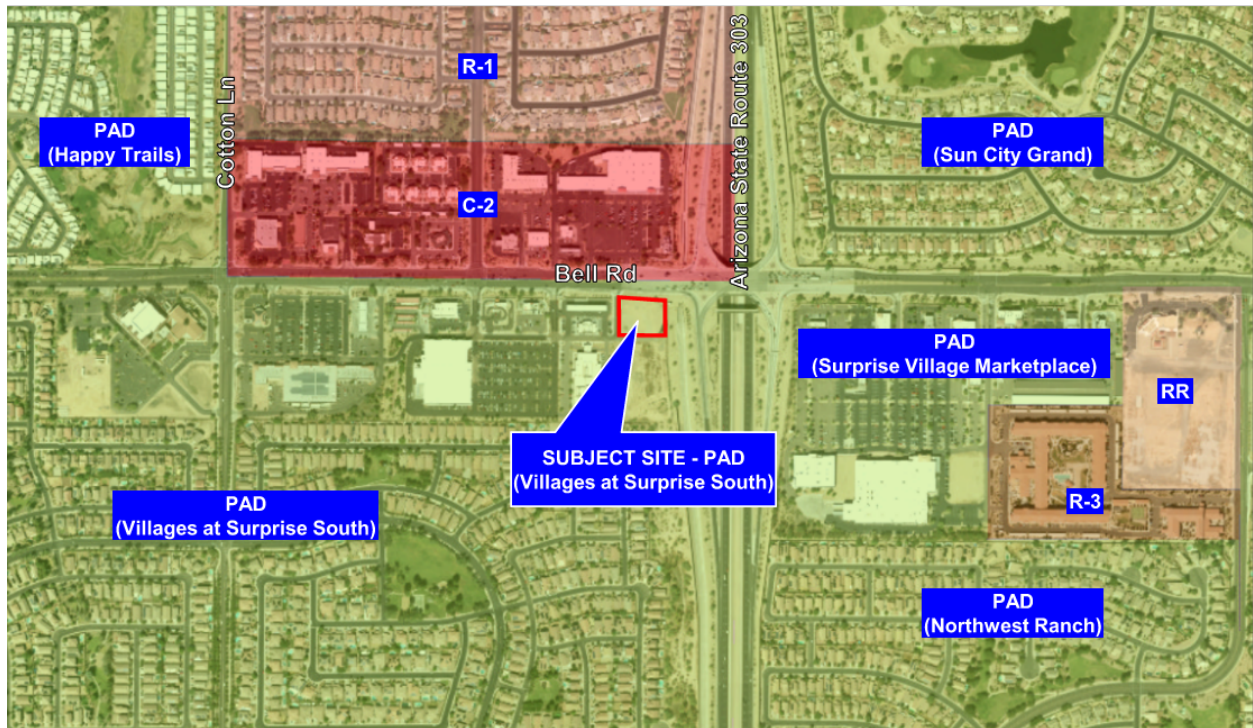
Support/Opposition: Refer to the attached Citizen Participation Report

Staff Recommendation: If the Commission wishes to **approve** the subject Conditional Use Permit with Site Plan, Case FS24-0582, staff recommends the Commission approve subject to stipulations 'a' through 'e'.

Project Description:

Julie Guirguis, with Atwell, LLC, on behalf of Connor Smith, the owner, requests a Conditional Use Permit with Site Plan to allow for a new automobile oil change facility, generally located west of Arizona State Route 303 and south of Bell Road within the Villages at Surprise South Planned Area Development (PAD).

Surrounding Land Zoning:



C-2	C-2	Sun City Grand PAD
Villages at Surprise South PAD (C-2)	Villages at Surprise South PAD (C-2)	Villages at Surprise South PAD (C-2)
Villages at Surprise South PAD (C-2)	Villages at Surprise South PAD (C-2)	Villages at Surprise South PAD (C-2)

Background:

March 27, 1995: Mayor and City Council approved the Villages at Surprise South Planned Area Development (PAD) under case PAD 95-003.

January 11, 2024: Staff met with the applicant to discuss a proposed automobile oil change facility during a Concept Review meeting held under CR23-1078.

April 23, 2024: Applicant filed a request for a Conditional Use Permit with Site Plan regarding a new automobile oil change facility under FS24-0582, the subject case number.

November 26, 2024: Applicant held an in-person citizen outreach meeting in the Media Center of Willow Canyon High School. A summary of this meeting is included in the Citizen Participation Report attached to this staff report.

Analysis and Discussion:

The subject request involves a 1,708 square foot automobile oil change facility on a vacant 1.34-acre parcel located on the southwest corner of Arizona State Route 303 and Bell Road. The subject site is zoned Planned Area Development (PAD) and has an underlying land use designation of Commercial within the Villages at Surprise South PAD. The PAD references Title 17 for land uses. Title 17 lists "Automobile Service Centers, Minor" as Conditionally Permitted in C-2 zoning districts and requires an analysis of any proposed Conditionally Permitted use to be based on the use specific standards listed in the Title 17 zoning ordinance.

The site will be accessed via one existing driveway on Bell Road. The proposed site plan also demonstrates pedestrian connectivity from the site out to the existing sidewalk along Bell Road.

Title 17 states that automobile service centers (minor) shall have a minimum of 2 (two) parking spaces per service stall but no less than 4 (four) spaces. Three (3) service stalls are being proposed; therefore 6 parking spaces are required and 6 are being provided, along with 1 (one) ADA space.

The proposed landscaping meets the requirements of the Villages at Surprise South PAD and the Surprise Municipal Code. On-site the applicant is proposing 54% of landscape coverage, which exceeds the minimum requirements of Title 17. All plants being installed are listed as low water use/ drought-tolerant plants by the Arizona Department of Water Resources (Phoenix Active Management Area). A refuse enclosure is proposed to be located along the southwest portion of the site and will be screened by an enclosure and landscaping.

The Villages at Surprise South PAD states that building architecture should be consistent with the surrounding developments to ensure continuity. The proposed building colors and material palette will match the existing nearby developments and complement the surrounding area. The primary colors are earthtones and red brick accented with gray trim and entryways. The materials used on the exterior are primarily stucco and brick that match the existing developments. Varied roof lines have been incorporated to match the existing nearby developments.

Evaluative Criteria

The Villages at Surprise South PAD references the C-2 uses listed under the Title 17 for Principally Permitted uses and Conditionally Permitted uses. Title 17 lists "Automobile Service Centers, Minor" as Conditionally Permitted in the C-2 zoning district and requires an analysis of any proposed Conditionally Permitted use to be based on the use specific standards listed in Title 17.

These standards include the following:

- A. All services and repairs shall be conducted entirely within an enclosed building except the sales of gasoline.

Commentary: All services and repairs will be conducted within the enclosed building.

- B. Outdoor storage is prohibited.

Commentary: There is no outdoor storage being proposed with this project.

- C. Outdoor displays are prohibited.

Commentary: There are no outdoor displays being proposed with this project.

- D. All buildings and/or structures (temporary or permanent) shall be screened from any residential zone.

Commentary: There are no residential zoning districts adjacent to the property.

- E. Any area used for parking shall be paved.

Commentary: All proposed parking areas are paved.

- F. There shall be no manufacturing, compounding, processing, or treatment of products other than that which is clearly incidental to retail sales or the business operation of a minor automobile service center, and where all such completed products are sold at retail on the premises.

Commentary: No manufacturing, compounding, processing, or treatment of products is being proposed with this project.

This CUP application has been reviewed against the standards listed above. Staff finds that this CUP application conforms to the requirements set under the Surprise Municipal Code.

Neighborhood Outreach:

An in-person Neighborhood Meeting was held at Willow Canyon High School on November 26, 2024, which was advertised per the requirements of the municipal code. There were no attendees at the meeting. A detailed summary of the outreach meeting can be found in the attached Citizen Participation Report.

Conformance with Adopted Plans:

Surprise General Plan 2040: This proposal is consistent with the Surprise General Plan 2040.

The subject property is within the Commercial & Office Character Area, which supports uses such as that proposed.

The proposed development adheres to the Commercial & office Character Area Development by providing supporting commercial uses to surrounding residential.

The proposed development adheres to the General Plan Development Guidelines common to all Community Commercial Types.

Reviewing Agencies:

In addition to the standard city reviewing agencies, Luke Air Force Base, and the Maricopa Water District were included in the routing of this request. None of the reviewing agencies indicated any concerns with the request.

Summary:

The proposed CUP with Site Plan meets the requirements of the Surprise General Plan 2040, Villages at Surprise South PAD, Surprise Municipal Code, and all applicable zoning codes.

Findings:

- The proposed CUP with Site Plan demonstrates compliance with the Villages at Surprise South PAD, Surprise Municipal Code and applicable development standards of the City's Land Development Ordinance.
- The proposed CUP with Site Plan demonstrates compliance with applicable development standards of The City of Surprise Title 17 zoning regulations.

Recommendation:

Based on the findings noted above, if the Commission wishes to **approve** the subject Conditional Use Permit with Site Plan, Case FS24-0582, staff recommends the Commission approve subject to stipulations 'a' through 'e' as outlined below:

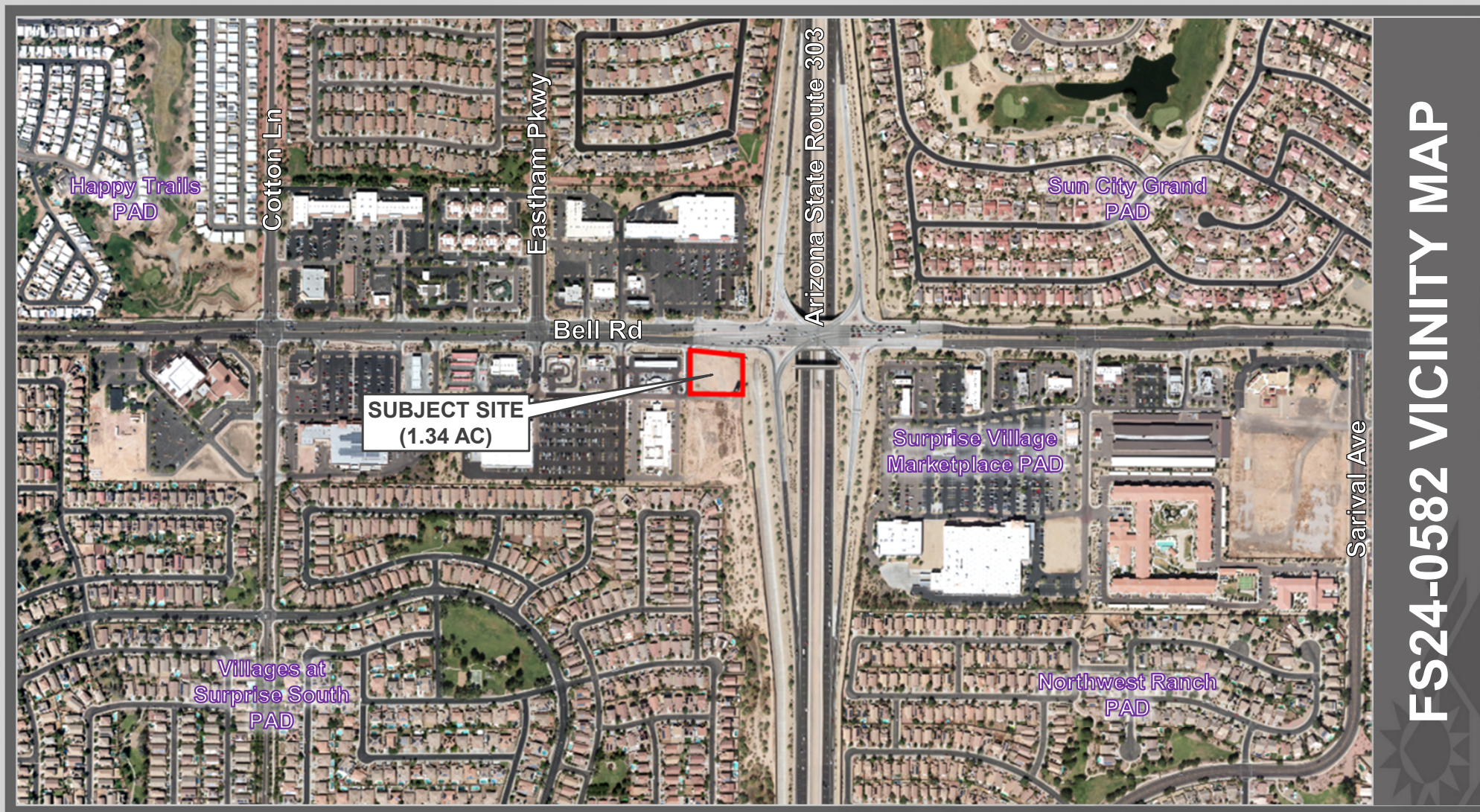
- a. Development and use of the site shall be consistent with the Site Plan entitled "Site Plan" consisting of one (1) sheet prepared by Atwell, LLC and date received March 11, 2025.
- b. Landscaping of the site shall be consistent with the Landscape Plan entitled "Landscape Plan" consisting of one (1) sheet prepared by Atwell, LLC and received February 12, 2025.

- 193 c. Building elevations shall be consistent with the Elevations entitled "Exterior
194 Elevations" consisting of two (2) sheets prepared by Cuhaci Peterson and received
195 February 12, 2025.
196
- 197 d. The applicant shall obtain a building permit for the subject facility within one (1) year
198 of the effective date of Planning and Zoning Commission approval of this
199 Conditional Use Permit. If the applicant does not obtain said building permit within
200 the specified time, this Conditional Use Permit shall be deemed null and void.
201
- 202 e. Non-compliance with the stipulations of approval of this case will be treated as a
203 violation in accordance with the applicable provisions of the Surprise Municipal
204 Code.
205

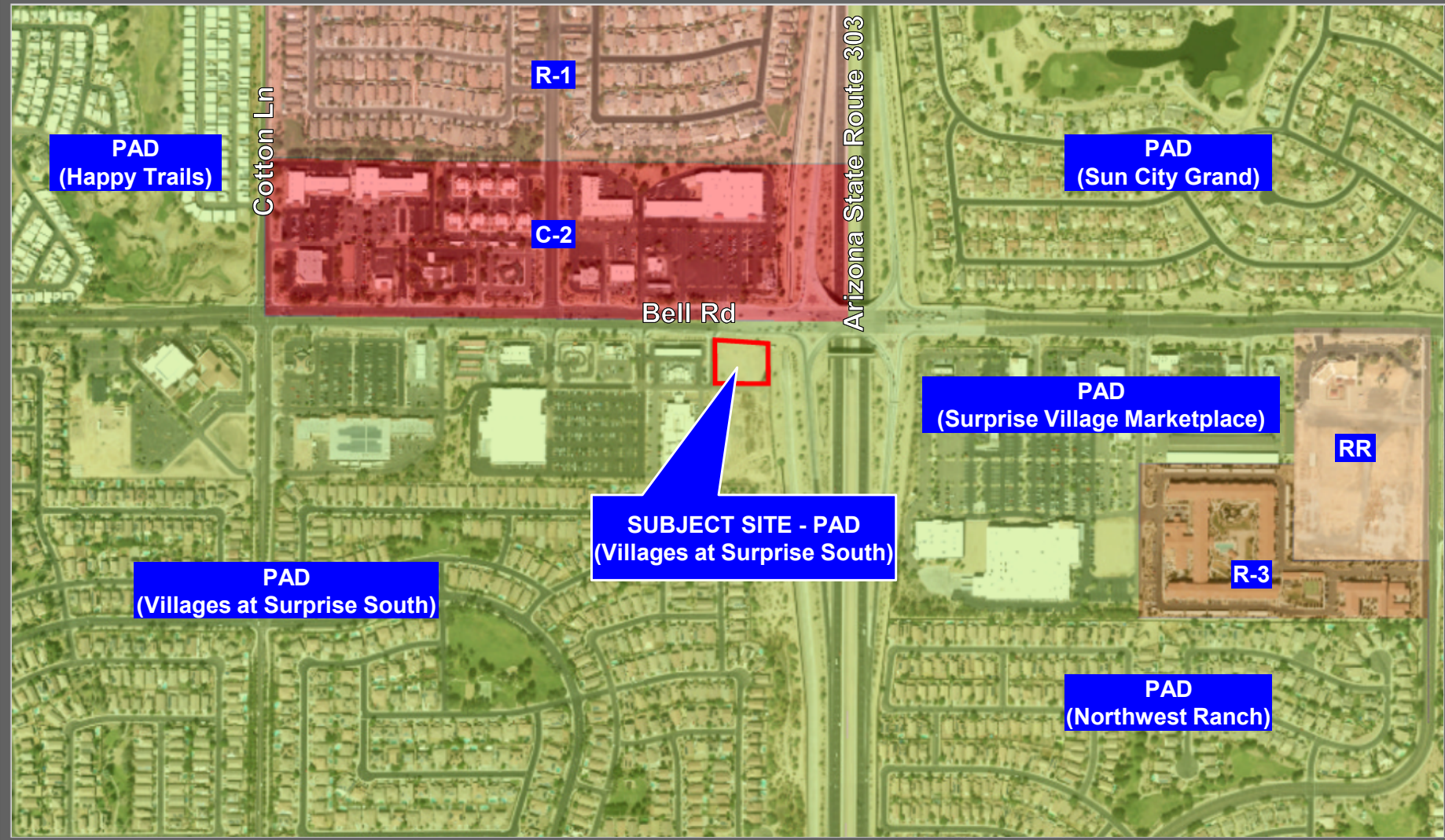
206 However, should the Commission wish to **deny** the request, the Commission should make
207 its own findings and base its decision on those alternative findings.
208

209 **Attachments:**

210
211 01 Vicinity Map
212 02 Zoning Map
213 03 Site Plan
214 04 Landscape Plan
215 05 Elevations
216 06 Citizen Participation Report
217 07 Affidavit of Site Posting
218 PPT



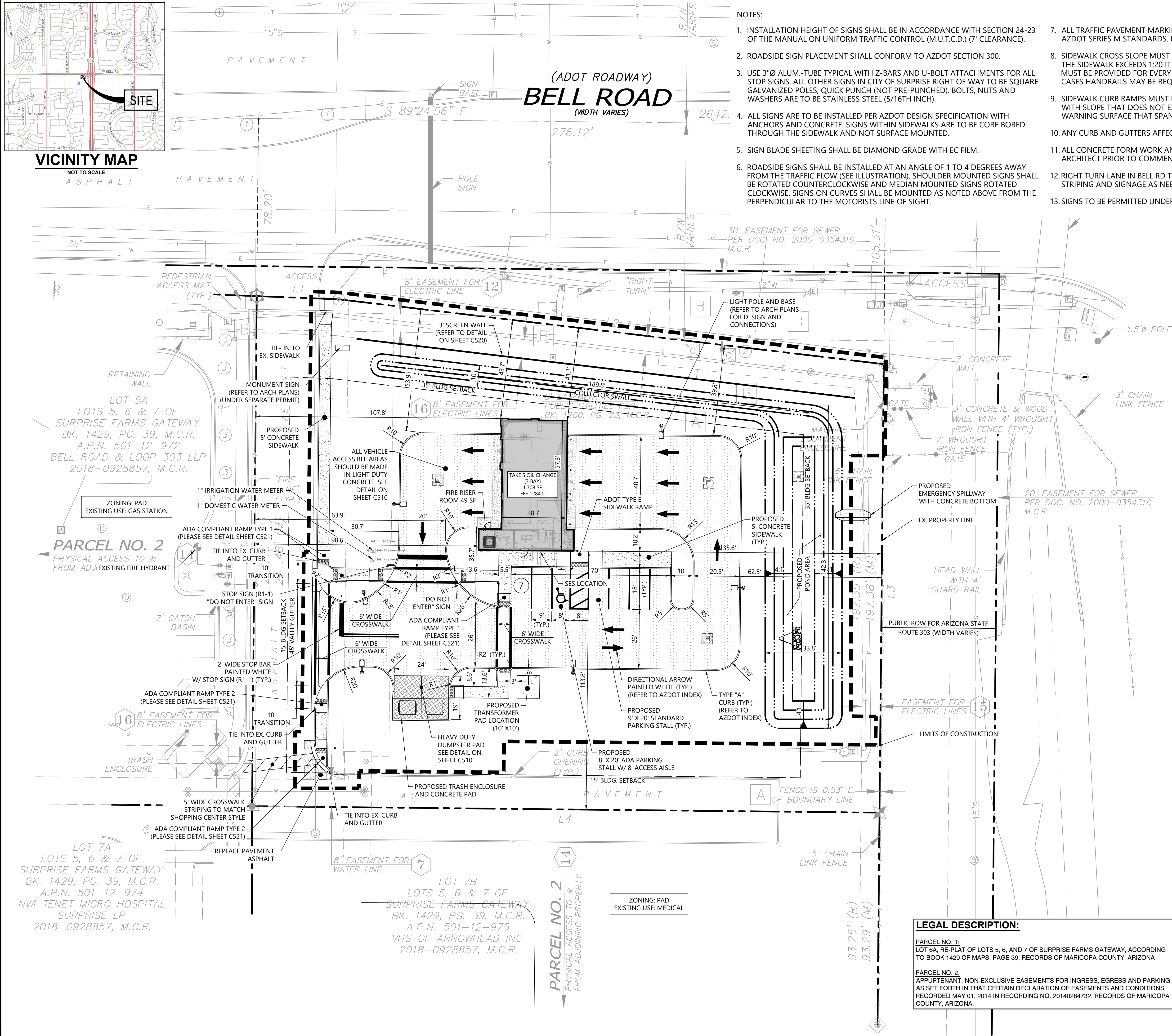
FS24-0582 VICINITY MAP



FS24-0582 ZONING MAP



VICINITY MAP
NOT TO SCALE
ASPHALT PAVEMENT



NOTES:

1. INSTALLATION HEIGHT OF SIGNS SHALL BE IN ACCORDANCE WITH SECTION 24-23 OF THE MANUAL ON UNIFORM TRAFFIC CONTROL (M.U.T.C.D.) (7' CLEARANCE).
2. ROADSIDE SIGN PLACEMENT SHALL CONFORM TO AZDOT SECTION 300.
3. USE 3"Ø ALUM.-TUBE TYPICAL WITH Z-BARS AND U-BOLT ATTACHMENTS FOR ALL STOP SIGNS. ALL OTHER SIGNS IN CITY OF SURPRISE RIGHT OF WAY TO BE SQUARE GALVANIZED POLES, QUICK PUNCH (NOT PRE-PUNCHED). BOLTS, NUTS AND WASHERS ARE TO BE STAINLESS STEEL (5/16TH INCH).
4. ALL SIGNS ARE TO BE INSTALLED PER AZDOT DESIGN SPECIFICATION WITH ANCHORS AND CONCRETE. SIGNS WITHIN SIDEWALKS ARE TO BE CORE BORED THROUGH THE SIDEWALK AND NOT SURFACE MOUNTED.
5. SIGN BLADE SHEETING SHALL BE DIAMOND GRADE WITH EC FILM.
6. ROADSIDE SIGNS SHALL BE INSTALLED AT AN ANGLE OF 1 TO 4 DEGREES AWAY FROM THE TRAFFIC FLOW (SEE ILLUSTRATION). SHOULDER MOUNTED SIGNS SHALL BE ROTATED COUNTERCLOCKWISE AND MEDIAN MOUNTED SIGNS ROTATED CLOCKWISE. SIGNS ON CURVES SHALL BE MOUNTED AS NOTED ABOVE FROM THE PERPENDICULAR TO THE MOTORISTS LINE OF SIGHT.
7. ALL TRAFFIC PAVEMENT MARKINGS SHALL BE THERMOPLASTIC CONFORMING TO AZDOT SERIES M STANDARDS. UNLESS OTHERWISE NOTED ON PLANS.
8. SIDEWALK CROSS SLOPE MUST NOT EXCEED 2%. IF THE LONGITUDINAL SLOPE OF THE SIDEWALK EXCEEDS 1:20 IT IS CONSIDERED A RAMP AND A LEVEL LANDING MUST BE PROVIDED FOR EVERY 30-INCH CHANGE IN ELEVATION AND IN SUCH CASES HANDRAILS MAY BE REQUIRED.
9. SIDEWALK CURB RAMPS MUST HAVE A LANDING PROVIDED AT THE TOP OF RAMP WITH SLOPE THAT DOES NOT EXCEED 1:12. THE RAMP SHALL HAVE DETECTABLE WARNING SURFACE THAT SPANS THE FULL WIDTH OF THE DROP CURB/FLUSH CURB.
10. ANY CURB AND GUTTERS AFFECTED BY THIS WORK WILL BE RESTORED.
11. ALL CONCRETE FORM WORK AND/OR LAYOUTS MUST BE REVIEWED BY LANDSCAPE ARCHITECT PRIOR TO COMMENCING WITH CONCRETE POURS.
12. RIGHT TURN LANE IN BELL RD TO BE BROUGHT UP TO CITY STANDARDS FOR STRIPING AND SIGNAGE AS NEEDED (TO BE DONE UNDER SEPARATE PERMIT).
13. SIGNS TO BE PERMITTED UNDER SEPARATE PERMIT.

SITE DATA

PARCEL IDENTIFICATION NUMBER:	501-12-973
PARCEL AREA:	1.34± AC (58370± S.F.)
GROSS IMPERVIOUS/PERVIOUS AREA:	N/A
EXISTING IMPERVIOUS:	0.58± AC (25,264± S.F.) 43%
EXISTING PERVIOUS:	N/A
PROPOSED PERVIOUS:	0.76± AC (33,105± S.F.) 57%
ON-SITE SOILS PER USDA NRCS SOIL SURVEY OF MARICOPA COUNTY, MAPPED AS:	MOHALL CLAY LOAM
RIGHT OF WAY AND POSTED SPEED LIMIT:	WEST BELL ROAD (45 MPH) SITE ALSO ABUTS ROW FOR ARIZONA STATE ROUTE 303 (65 MPH)
ZONING:	SURPRISE FARMS PLANNED AREA DEVELOPMENT (PAD)
UNDERLYING ZONING:	C-2 - COMMUNITY COMMERCIAL
OVERLAY DISTRICT:	N/A
EXISTING USE:	VACANT
PROPOSED USE:	COMMERCIAL OIL CHANGE
EXISTING ZONING/USE:	NORTH: PAD/ROW SOUTH: PAD/MEDICAL EAST: PAD/ROW WEST: PAD/GAS STATION
FLOOD ZONE:	X
FEMA MAP:	48223C0330E
DATED:	03/17/2011

SETBACKS

FRONT:	35'
SIDE:	15' (35' EAST)
REAR:	15'
BUFFER REQUIREMENTS:	REQUIRED BUFFER WIDTHS NOT SPECIFIED IN CODE
FRONT:	0'
SIDE:	0'
REAR:	0'

BUILDING SUMMARY

EXISTING BLDG HEIGHT:	35' MAXIMUM
PROPOSED BLDG HEIGHT:	22' MAXIMUM

PARKING CALCULATION

REQUIRED:	2 SPACES PER SERVICE STALL (NO LESS THAN 4 STALLS) = 6 SPACES
PROVIDED:	6 STALL SPACES (8' X 20') 1 ADA STALL SPACE

SERVICES / UTILITY PROVISION

WATER:	EPICOR
SANITARY SEWER:	CITY OF SURPRISE
ELECTRIC:	APS
STORM WATER MANAGEMENT:	CITY OF SURPRISE
PHONE:	CENTURYLINK

PLAN LEGEND

	ROAD RIGHT-OF-WAY
	EXISTING FEATURES
	PROPOSED IMPROVEMENTS
	PROPOSED LIGHT DUTY CONCRETE
	PROPOSED CONCRETE SIDEWALK
	PROPOSED HEAVY DUTY CONCRETE
	WATER STRUCTURES
	STORM STRUCTURES
	SANITARY STRUCTURE
	SANITARY CLEANOUT (C.O.)

LEGAL DESCRIPTION:

PARCEL NO. 1:
LOT 6A, RE-PLAT OF LOTS 5, 6, AND 7 OF SURPRISE FARMS GATEWAY, ACCORDING TO BOOK 1429 OF MAPS, PAGE 39, RECORDS OF MARICOPA COUNTY, ARIZONA

PARCEL NO. 2:
APURTENANT, NON-EXCLUSIVE EASEMENTS FOR INGRESS, EGRESS AND PARKING AS SET FORTH IN THAT CERTAIN DECLARATION OF EASEMENTS AND CONDITIONS RECORDED MAY 01, 2014 IN RECORDING NO. 20140284732, RECORDS OF MARICOPA COUNTY, ARIZONA.

Contact Arizona 811 at least two full working days before you begin excavation

ARIZONA811
Call 811 or click Arizona811.com



THE LOCATION OF EXISTING UNDERGROUND UTILITIES AND STRUCTURES APPROXIMATELY SHOWN ON THESE PLANS ARE NOT BEING INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. ANY DAMAGE TO UTILITIES OR STRUCTURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

24 HOUR EMERGENCY CONTACT
KEITH S. HAUGDAHL
(407) 743-3524

ATWELL
866.850.4200 www.atwell-group.com
111 N. MAGNOLIA AVENUE, SUITE 350
ORLANDO, FL 32801
CO.# 16251

SECTION 01, TWP 3N, RANGE 2W
WEST BELL ROAD & LOOP 303
SURPRISE
MARICOPA COUNTY, ARIZONA

TAKE 5 EXPRESS OIL CHANGE
DRIVEN BRANDS
IMPROVEMENT PLAN
SITE PLAN

DATE 3/27/24

11-13-2024 PER CITY COMMENTS

01-30-2025 PER COMMENTS



REVISIONS
DRAWN BY: MIC/WLC
CHECKED BY: JSJ
PROJECT MANAGER: KSH
JOB #: 23007886
FILE CODE: ##
SHEET NO. C100

FS24-0582



SIGHT DISTANCE REQUIREMENTS ON ARTERIALS AND COLLECTORS WILL ADHERE TO SURPRISE DETAIL 4-01. SIGHT VISIBILITY WITHIN THE UNOBSTRUCTED VIEW EASEMENT AREA AND IN FRONT OF STOP SIGNS MUST MEET OR EXCEED REQUIREMENTS IN SURPRISE DETAILS 4-01 AND 4-02. TREES, SHRUBS, AND OTHER LANDSCAPING ARE PERMITTED WITHIN THE SIGHT VISIBILITY TRIANGLE PROVIDED LIMBS, LEAVES, NEEDLES OR OTHER FOLIAGE ARE KEPT BELOW 30 INCHES AND ABOVE 84 INCHES, PER SURPRISE EDS DETAIL 4-01.

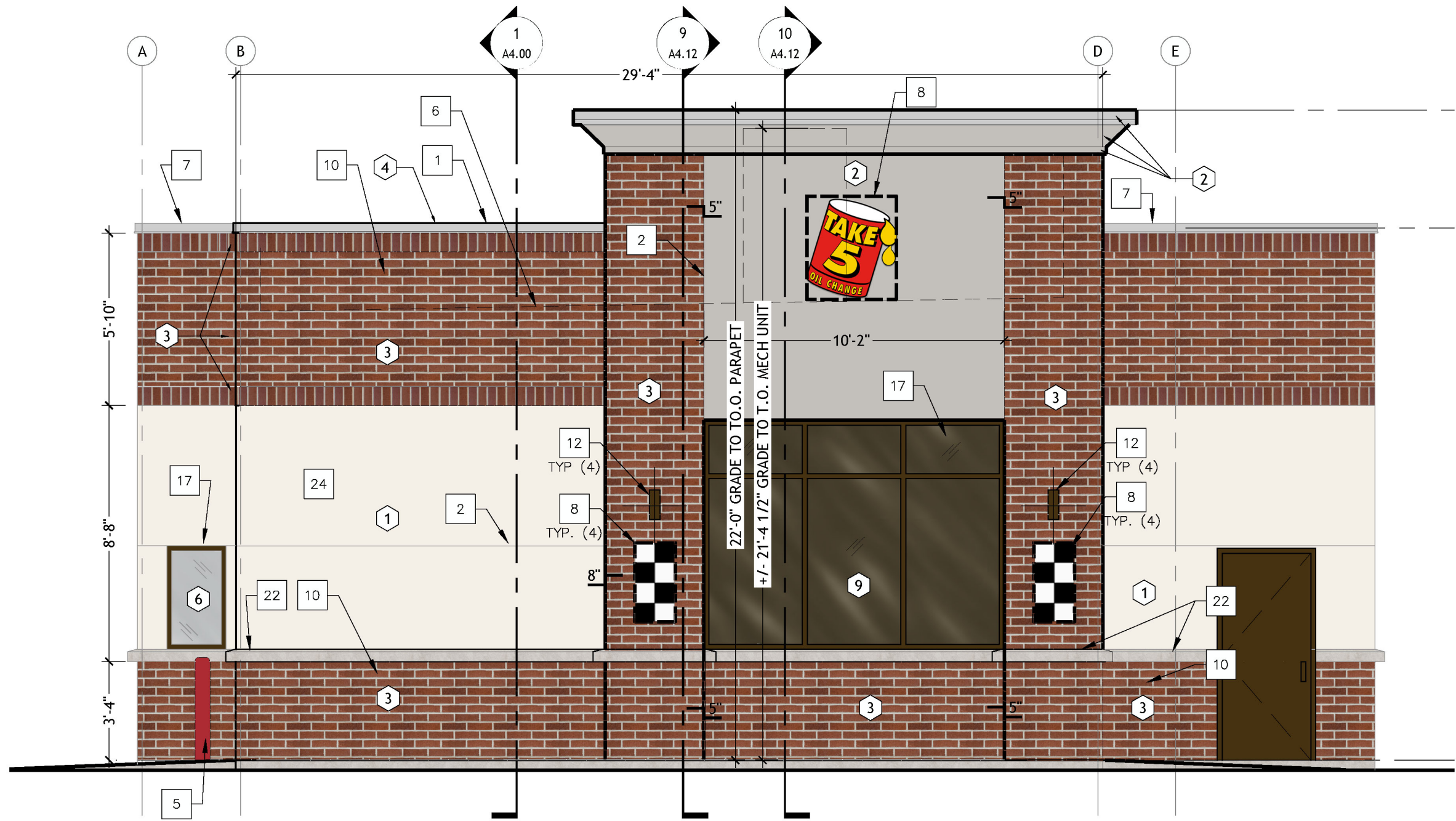
Contact Arizona 811 at least two full working days before you begin excavation

ARIZONA811
ONE STRIKE - NO DOUBT

Call 811 or click Arizona811.com

FS24-0582

SHEET NO. L100



NORTH ELEVATION

1/4" = 1'-0"

2



EAST ELEVATION

1/4" = 1'-0"

1

KEYNOTE DESCRIPTION

1. PREFINISHED GALV. MTL. COPING.
2. 'V' JOINT IN EIFS.
3. ROOF DRAIN & OVERFLOW DRAIN TO DAYLIGHT AT CMU WALL MIN 6" ABOVE GRADE FOR ROOF DRAIN & 12" ABOVE GRADE FOR OVERFLOW, REFER TO DET. 11/A7.00 & 19/A7.00.
4. PREFINISHED DARK BRONZE MTL. OVERFLOW SCUPPER. REFER TO DET. 12/A7.00
5. 6" DIA. CONC. FILLED PIPE BOLLARD, REFER TO DET. 8/A1.50.
6. ROOF LINE BEYOND.
7. STRUCTURE BEYOND.
8. SIGNAGE, BY OTHERS (ALL EXTERIOR SIGNAGE TO BE SUBMITTED AND PERMITTED SEPARATELY BY OTHERS).
9. WALL PACK LIGHTING. REFER TO ELEC. DWG'S.
10. BRICK VENEER.
11. NOT USED.
12. SCONCE LIGHTING, REFER TO ELEC. DWG'S.
13. ELEC. PANEL & METER, PAINT DARK BRONZE. REFER TO ELEC. DWG'S.
14. NOT USED.
15. METAL ROLL-UP DOOR. REFER TO DOOR SCHEDULE A6.00.
16. ROOF TOP UNITS FULLY SCREENED.
17. WINDOW, REFER TO WINDOWS SCHEDULE A6.00.
18. HM DOOR, REFER TO DOOR SCHEDULE A6.00.

19. BUILDING ADDRESS SHALL BE PLAINLY LEGIBLE AND VISIBLE FROM THE STREET FRONTING THE PROPERTY. MIN. 6" HIGH NUMBERS SHALL CONTRAST WITH THEIR BACKGROUND, REFER TO JURISDICTION FIRE PREVENTION CODE REQUIREMENTS. ADDRESS NUMBERS SHALL BE 6" BLACK ALUMINUM FLOATING OR FLAT MODERN HOUSE NUMBERS 0-9 BY MONTAGUE' METAL PRODUCTS, INC.; COLOR: BLACK WITH 1.0 STROKE. OR EQUAL.
20. KNOX BOX TO BE 3200 SERIES, RECESSED AND INSTALLED AT A MIN. HT. OF 5'-0" TO 6'-0" MAX. THE FIRE DEPT. ALERT DECAL IS TO BE MOUNTED ON THE DOOR OR FRAME OF BUILDING MAIN ENTRANCE. KEYS TO BE PLACED INTO THE KNOX BOX WILL BE DETERMINED BY JURISDICTION FIRE PREVENTION STAFF. ALL PER JURISDICTION FIRE DEPT. REQUIREMENTS.
21. METER SCREENING BY OTHERS.
22. PRECAST CONC. WATERTABLE.
23. FIRE DEPARTMENT CONNECTION.
24. EIFS SYSTEM - EVALUATION REPORT PROGRAM: ESR # 2564.
25. ROOF-MOUNTED HVAC SCREEN, SEE A2.50

NOTES:
- NO MECHANICAL EQUIPMENT OR LADDER ACCESS WILL BE VISIBLE ABOVE THE PARAPET.
- ROOF ACCESS IS PROVIDED INTERNALLY
- CASE NUMBER: FS24-0582

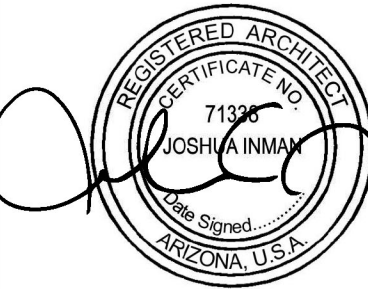
EXTERIOR FINISH SCHEDULE #

NO.	AREA	COATS	COLOR
1	EIFS MAIN COLOR	-	SMOOTH SAND FINISH, DUNN EDWARDS DE6218 "ANTIQUE PAPER"
2	EIFS - ACCENT BAND & TOWER	-	SMOOTH SAND FINISH, DUNN EDWARDS DEC795 "GRAY PEARL"
3	BRICK VENEER	-	"TAYLOR CLAY "THIN BRICK", STYLE: 'UTILITY', OR SIMILAR. COLOR TO MATCH: ADJACENT PROPERTY "QUICKTRIP". VERIFY IN FIELD.
4	CORNICE	-	TO BE PREFINISHED, 24 GA. GALVALUME WITH KYNAR 500, 2.0 MLS THICK FLOUROCARBON FINISH.
5	OVERHEAD DOOR	-	FACTORY FINISH CLOPAY "CHOCOLATE"
6	GLAZING	-	INSULATED LOW-E GLASS, TINTED - 70% VISIBILITY
7	ELEC. PANEL & METER	-	DARK BRONZE
8	PIPE BOLLARD	-	MATCH SW COLOR #6871, POSITIVE RED
9	GLAZING	-	SPANDREL GLASS, DARK BRONZE NO.4.

EXTERIOR FINISH SCHEDULE

FS24-0582

SEAL:



CONSULTANT:



TAKE 5 OIL CHANGE
PROTOTYPE: 3 BAY - OPT. 5B

16771 W. BELL RD
SURPRISE, AZ 85388

REV	DATE	DESCRIPTION
07/02/24		ISSUE FOR PERMIT
09/05/24		PERMIT COMMENT RESPONSE 1
10/04/24		PERMIT COMMENT RESPONSE 2
12/11/24		CIVIL CUP UPDATE
XX/XX/25		PERMIT COMMENT RESPONSE 3

DRAWN BY: SA
CHECKED BY: AVC

ARCH. PROJECT NO.:
20230632

SHEET NAME:

EXTERIOR
ELEVATIONS

SHEET NUMBER:

A3.00

KEYNOTES



SOUTH ELEVATION

1/4" = 1'-0"

4



WEST ELEVATION

1/4" = 1'-0"

3

KEYNOTE DESCRIPTION

1. PREFINISHED GALV. MTL. COPING.
2. 'V' JOINT IN EIFS.
3. ROOF DRAIN & OVERFLOW DRAIN TO DAYLIGHT AT CMU WALL MIN 6" ABOVE GRADE FOR ROOF DRAIN & 12" ABOVE GRADE FOR OVERFLOW, REFER TO DET. 11/A7.00 & 19/A7.00.
4. PREFINISHED DARK BRONZE MTL. OVERFLOW SCUPPER. REFER TO DET. 12/A7.00
5. 6" DIA. CONC. FILLED PIPE BOLLARD, REFER TO DET. 8/A1.50.
6. ROOF LINE BEYOND.
7. STRUCTURE BEYOND.
8. SIGNAGE, BY OTHERS (ALL EXTERIOR SIGNAGE TO BE SUBMITTED AND PERMITTED SEPARATELY BY OTHERS).
9. WALL PACK LIGHTING. REFER TO ELEC. DWG'S.
10. BRICK VENEER.
11. NOT USED.
12. SCONCE LIGHTING, REFER TO ELEC. DWG'S.
13. ELEC. PANEL & S.E.S., PAINT DARK BRONZE. REFER TO ELEC. DWG'S.
14. NOT USED.
15. METAL ROLL-UP DOOR. REFER TO DOOR SCHEDULE A6.00.
16. ROOF TOP UNITS FULLY SCREENED.
17. WINDOW, REFER TO WINDOWS SCHEDULE A6.00.
18. HM DOOR, REFER TO DOOR SCHEDULE A6.00.

19. BUILDING ADDRESS SHALL BE PLAINLY LEGIBLE AND VISIBLE FROM THE STREET FRONTING THE PROPERTY. MIN. 6" HIGH NUMBERS SHALL CONTRAST WITH THEIR BACKGROUND, REFER TO JURISDICTION FIRE PREVENTION CODE REQUIREMENTS. ADDRESS NUMBERS SHALL BE 6" BLACK ALUMINUM FLOATING OR FLAT MODERN HOUSE NUMBERS 0-9 BY MONTAGUE' METAL PRODUCTS, INC.; COLOR: BLACK WITH 1.0 STROKE. OR EQUAL.
20. KNOX BOX TO BE 3200 SERIES, RECESSED AND INSTALLED AT A MIN. HT. OF 5'-0" TO 6'-0" MAX. THE FIRE DEPT. ALERT DECAL IS TO BE MOUNTED ON THE DOOR OR FRAME OF BUILDING MAIN ENTRANCE. KEYS TO BE PLACED INTO THE KNOX BOX WILL BE DETERMINED BY JURISDICTION FIRE PREVENTION STAFF. ALL PER JURISDICTION FIRE DEPT. REQUIREMENTS.
21. NOT USED.
22. PRECAST CONC. WATERTABLE.
23. FIRE DEPARTMENT CONNECTION.
24. EIFS SYSTEM - EVALUATION REPORT PROGRAM: # 2564.
25. ROOF-MOUNTED HVAC SCREEN, SEE A2.50

NOTES:
- NO MECHANICAL EQUIPMENT OR LADDER ACCESS WILL BE VISIBLE ABOVE THE PARAPET.
- ROOF ACCESS IS PROVIDED INTERNALLY
- CASE NUMBER: FS24-0582

KEYNOTES

EXTERIOR FINISH SCHEDULE #

NO.	AREA	COATS	COLOR
1	EIFS MAIN COLOR	-	SMOOTH SAND FINISH, DUNN EDWARDS DE6218 "ANTIQUE PAPER"
2	EIFS - ACCENT BAND & TOWER	-	SMOOTH SAND FINISH, DUNN EDWARDS DEC795 "GRAY PEARL"
3	BRICK VENEER	-	"TAYLOR CLAY "THIN BRICK", STYLE: 'UTILITY' , OR SIMILAR. COLOR TO MATCH: ADJACENT PROPERTY "QUICKTRIP". VERIFY IN FIELD.
4	CORNICE	-	TO BE PREFINISHED, 24 GA. GALVALUME WITH KYNAR 500, 2.0 MLS THICK FLOUROCARBON FINISH.
5	OVERHEAD DOOR	-	FACTORY FINISH CLOPAY "CHOCOLATE"
6	GLAZING	-	INSULATED LOW-E GLASS, TINTED - 70% VISIBILITY
7	ELEC. PANEL & METER	-	DARK BRONZE
8	PIPE BOLLARD	-	MATCH SW COLOR #6871, POSITIVE RED
9	GLAZING	-	SPANDREL GLASS, DARK BRONZE NO.4.

EXTERIOR FINISH SCHEDULE

FS24-0582

CUHACI PETERSON

2000 Mallard Center Parkway
Suite # 220
Mallard, FL 32751
P (215) 941-4830
F (215) 941-4769
c-p.com
Photo Courtesy: Courtesy: BM 02/20/21

SEAL:



CONSULTANT:



TAKE 5 OIL CHANGE
PROTOTYPE: 3 BAY - OPT. 5B
16771 W. BELL RD
SURPRISE, AZ 85388

REV	DATE	DESCRIPTION
07/02/24		ISSUE FOR PERMIT
09/05/24		PERMIT COMMENT RESPONSE 1
10/04/24		PERMIT COMMENT RESPONSE 2
12/11/24		CIVIL CLIP UPDATE
XX/XX/25		PERMIT COMMENT RESPONSE 3

DRAWN BY: SA
CHECKED BY: AVC

ARCH. PROJECT NO.: 20230632

SHEET NAME:

EXTERIOR ELEVATIONS

SHEET NUMBER:

A3.01



CONSULTING. ENGINEERING. CONSTRUCTION.

11-27-2024

Ms. Aslesha Basnet
City of Surprise | Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374

Public Outreach Meeting for Application FS24-0582

Dear Ms. Basnet:

Per the requirements of the Conditional Use Permit with Site Plan for an Automobile service center in C-2 zoning (Type III application) requiring Planning and Zoning Commission Approval, a public outreach meeting was held on November 26th at 6pm, 2024.

In preparation of this meeting, signs were posted at the site in advance and according to the requirements outlined by the city planning department. City staff placed this meeting on the calendar and sent out all required mailers and other notification to real property owners within a 300' radius, as required by city code within the required 15-day timeframe of the meeting.

City planning staff attended this meeting with the applicant's representative to present the project to the public. However, no members of the noticed public elected to attend the meeting. The meeting was adjourned after twenty minutes. The applicant has not been notified of any public concerns with the proposed use at this property.

Should you have any questions or require additional information, please do not hesitate to contact our office at (407) 490-3431.

Respectfully,
ATWELL, LLC

Jacqueline St Juste, P.E.
Project Manager

SIGN IN SHEET

[illegible]

SIGN IN SHEET

[illegible]

AFFIDAVIT OF POSTING

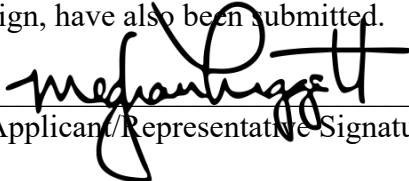
Application No: FS24-0582
Applicant Name: Atwell LLC
Location: SWC Loop 303 and Bell Rd
Date Site Posted: 06/26/25

In order to assist in providing adequate notice to interested parties, the applicant for any *type of public hearing* in the City of Surprise shall erect two (2) signs giving notice of the *date, time and place* of the scheduled hearings. These signs must be erected not less than **fifteen (15) days prior to** the date of the first hearing. The signs shall also include the nature of the request as contained on the formal zoning application. The size and format of this sign shall meet requirements established by the Planning and Zoning Department (see page 2).

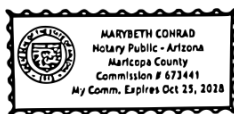
Such notice shall be clearly legible and placed at a prominent location on the site – Generally adjacent and perpendicular to the public right-of-way. *It shall be the responsibility of the applicant* to erect and to maintain the sign on the subject property and to maintain the hearing information on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

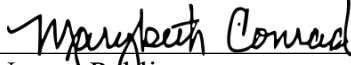
It shall also be the *responsibility of the applicant* to remove the signs within one week after the final disposition of the case.

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

 06/26/25
Applicant/Representative Signature Date

This instrument was acknowledged before me on 06/26/25, by Meghan Liggett. I witness whereof I hereunto set my hand and official seal.




Notary Public
10-25-28
My commission expires

*Return completed and notarized **affidavit** and all relevant **photos** to the Planning and Zoning Department at least fifteen (15) days **prior to** the scheduled meeting(s).*





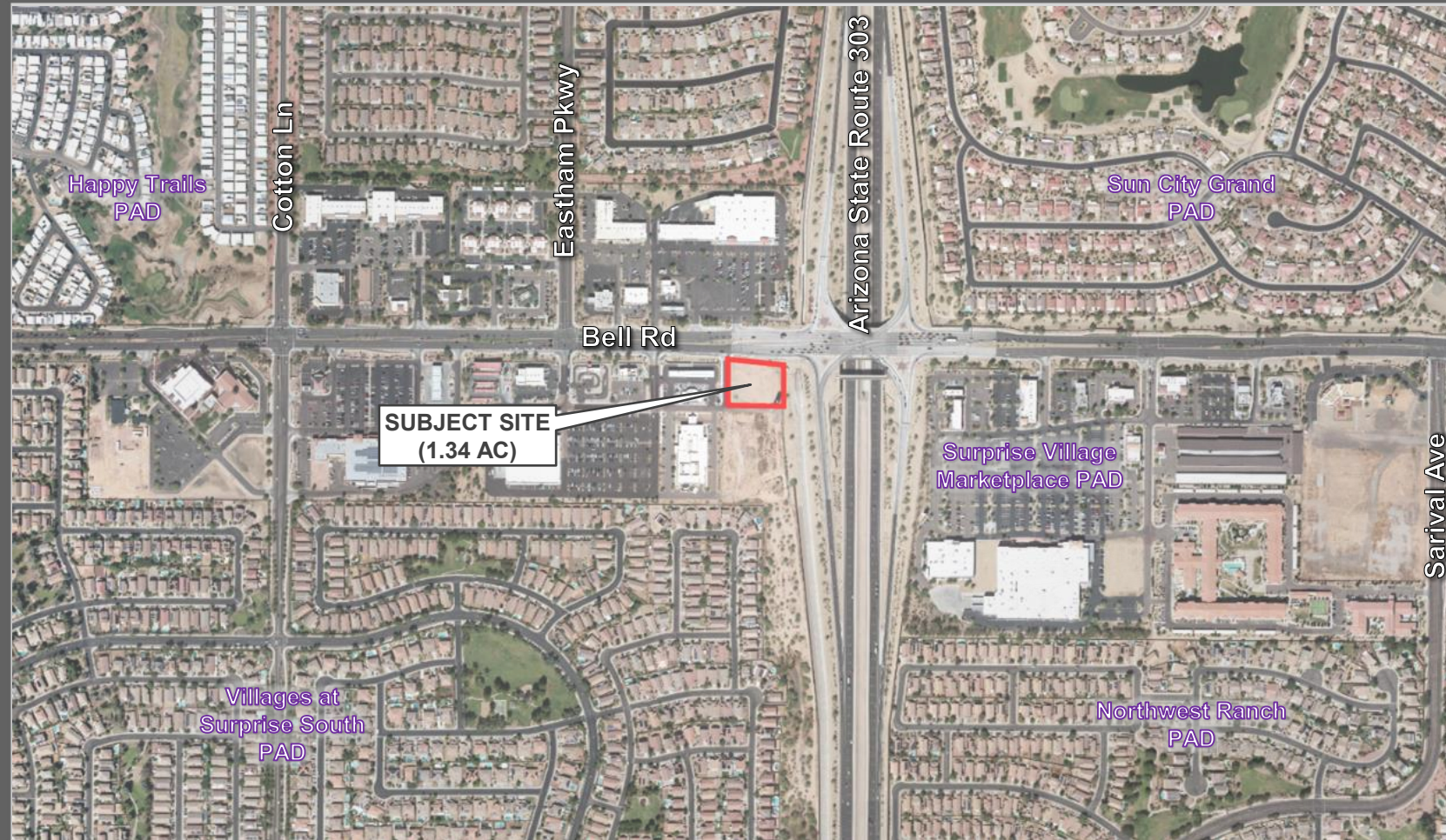


FS24-0582

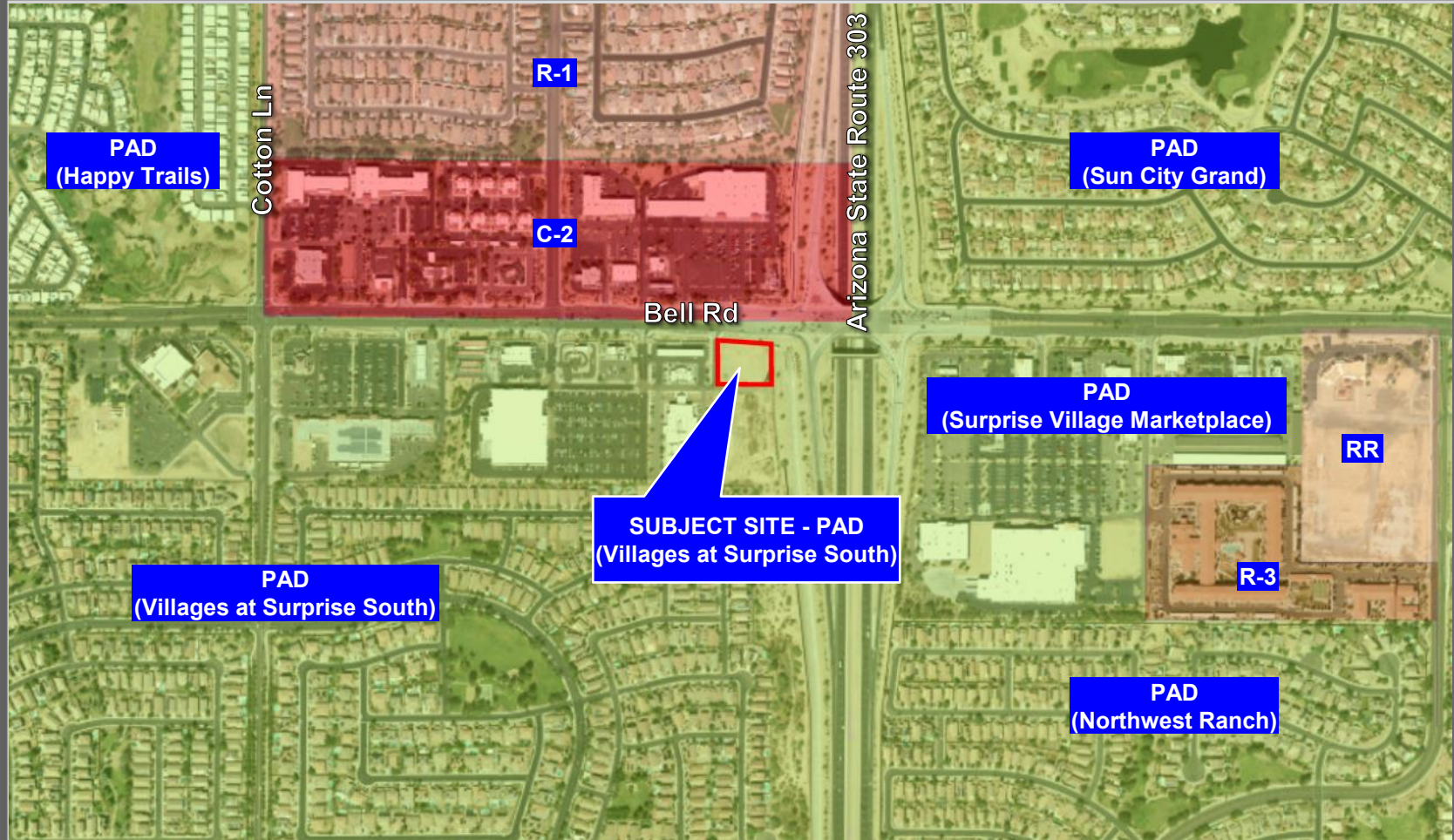
Take 5 Oil Change Surprise AZ

Conditional Use Permit with Site Plan

Planning & Zoning Commission – August 7, 2025



FS24-0582 VICINITY MAP



FS24-0582 ZONING MAP

[illegible]

1,708 square feet – Oil Change Facility
58,370 square feet – Site Area

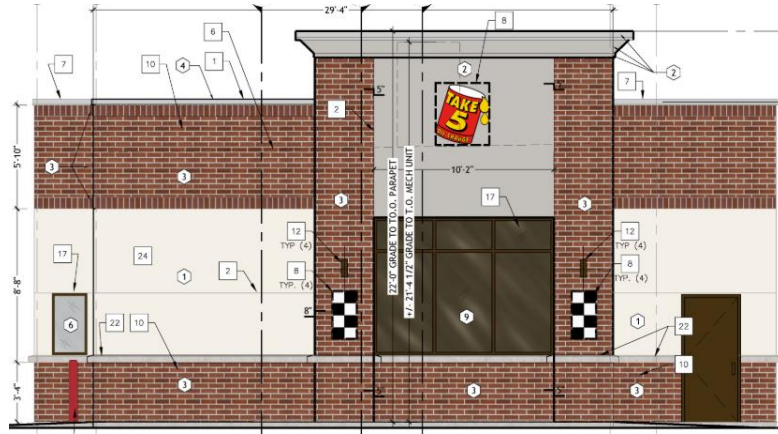
Parking Required and Provided
- 6 spaces (all about the sidewalk)
- 1 ADA

FS24-0582 SITE PLAN

Title 17

- ✓ All services and repairs shall be conducted entirely within an enclosed building except the sales of gasoline.
- ✓ Outdoor storage is prohibited.
- ✓ Outdoor displays are prohibited.
- ✓ All buildings and/or structures (temporary or permanent) shall be screened from any residential zone.
- ✓ Any area used for parking shall be paved.
- ✓ There shall be no manufacturing, compounding, processing, or treatment of products other than that which is clearly incidental to retail sales or the business operation of a minor automobile service center, and where all such completed products are sold at retail on the premises.

North Elevation



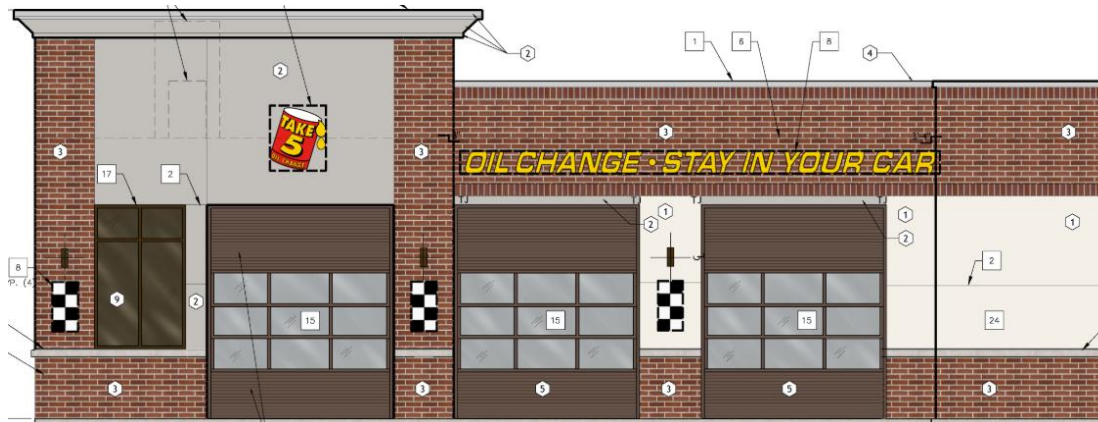
East Elevation

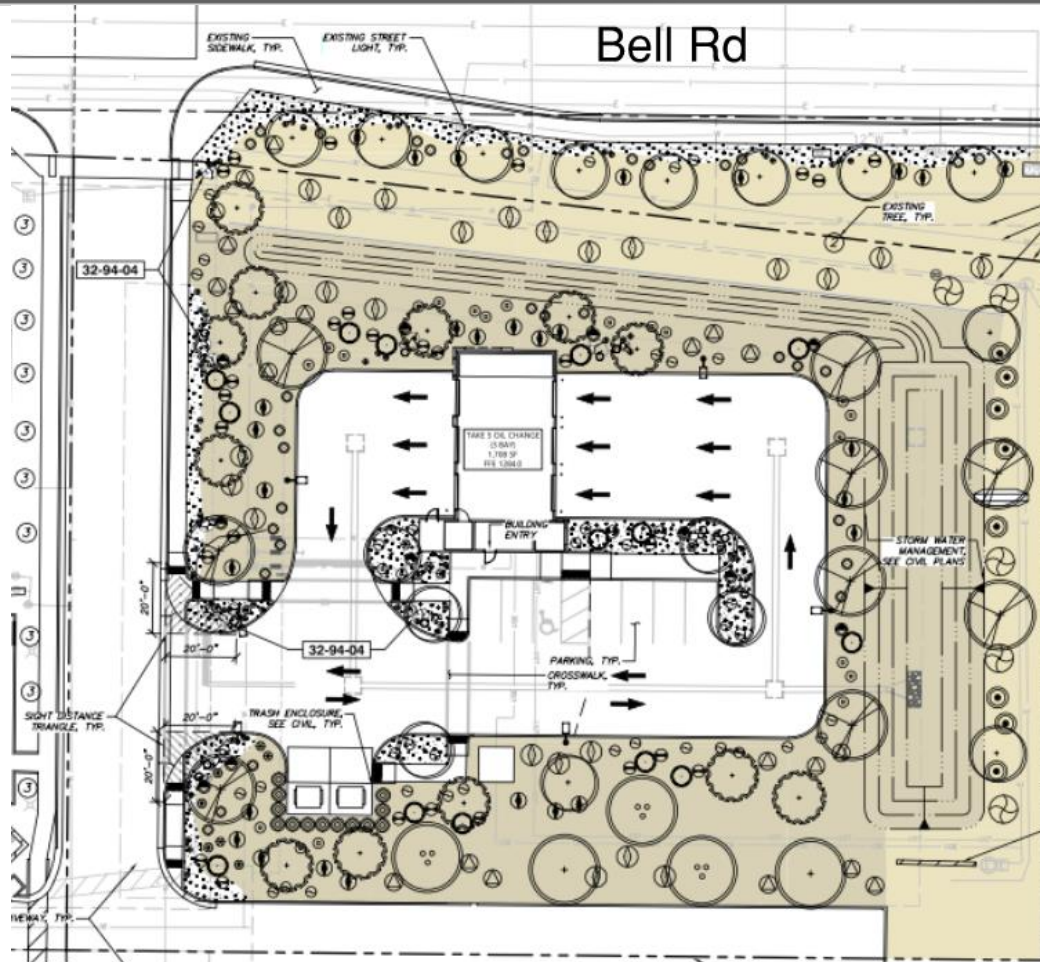


South Elevation



West Elevation





Open Space Calculations

- Required: 15%
- Provided: 54% (31,364 sf)



Outreach

Neighborhood Meeting

- November 26, 2024 – In-person at Willow Canyon High School
- No members of the public attended the meeting

RECOMMENDATION:

Staff Recommendation:

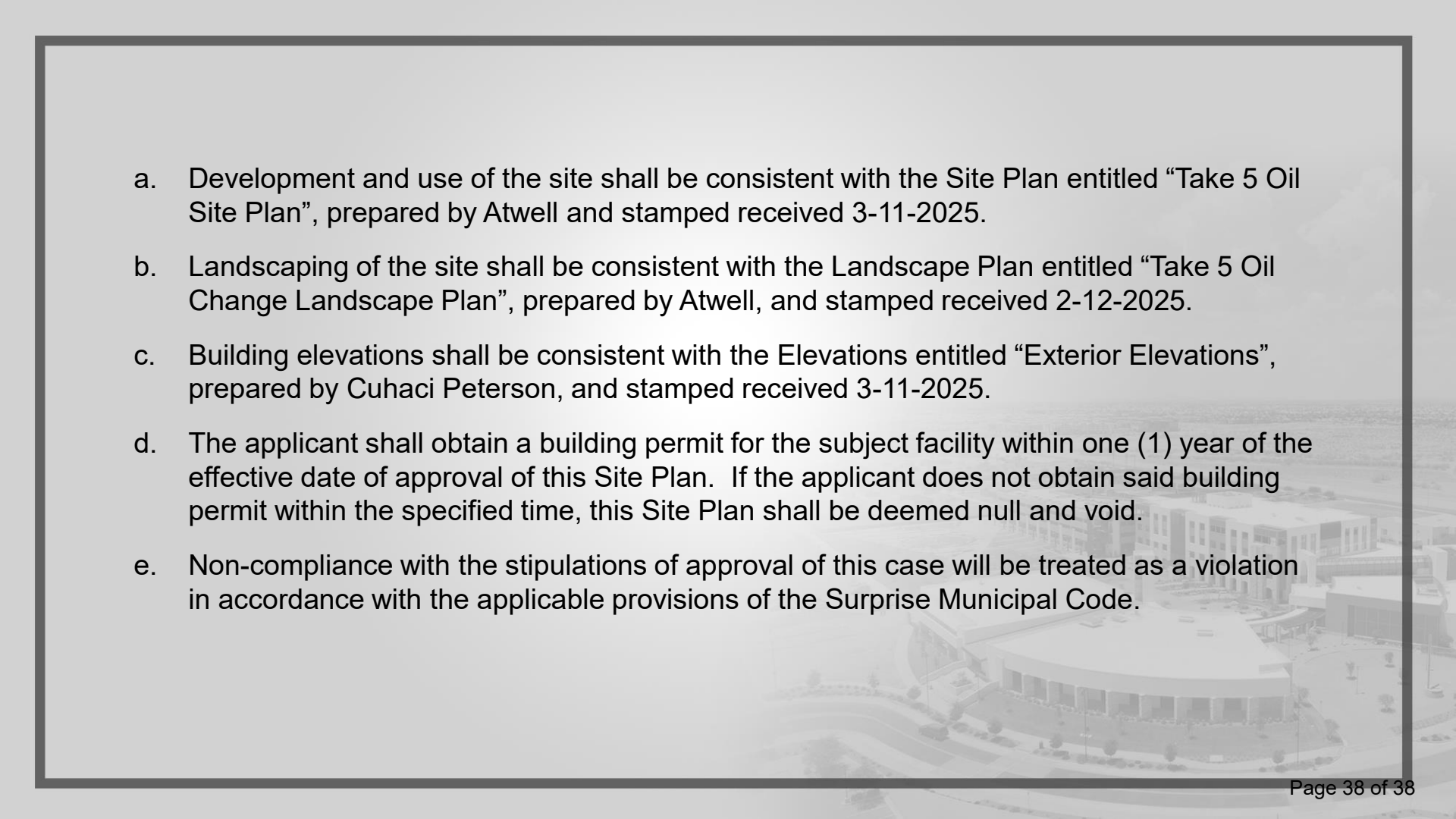
If the commission wishes to approve the subject Conditional Use Permit with Site Plan, Case FS24-0582, staff recommends the commission approve subject to stipulations 'a' through 'e'.



SURPRISE
ARIZONA

QUESTIONS OR COMMENTS?

Thank You

- 
- a. Development and use of the site shall be consistent with the Site Plan entitled “Take 5 Oil Site Plan”, prepared by Atwell and stamped received 3-11-2025.
 - b. Landscaping of the site shall be consistent with the Landscape Plan entitled “Take 5 Oil Change Landscape Plan”, prepared by Atwell, and stamped received 2-12-2025.
 - c. Building elevations shall be consistent with the Elevations entitled “Exterior Elevations”, prepared by Cuhaci Peterson, and stamped received 3-11-2025.
 - d. The applicant shall obtain a building permit for the subject facility within one (1) year of the effective date of approval of this Site Plan. If the applicant does not obtain said building permit within the specified time, this Site Plan shall be deemed null and void.
 - e. 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.