

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

August 7, 2025 / 6:00 PM

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

CALL TO ORDER.

Chair Chapman called the Planning and Zoning Commission Meeting to order at 6:00 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on August 7, 2025.

A. ROLL CALL

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

STAFF PRESENT:

Jeffrey Murray, City Attorney; Bianca Cortez, Assistant City Attorney; Lloyd Abrams, Director of Community Development; Trever Fleetham, Planning Manager; Alex Ferruccio, Planner I; Renee Puig-Hink, Administrative Specialist, Sr.

COUNCIL MEMBERS PRESENT:

- None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

- None

D. STAFF REPORT

- Cancellation of August 21, 2025, Planning and Zoning Meeting due to no agenda items scheduled

CONSENT AGENDA:

Item 1 – Consideration and action to approve or disapprove the July 17, 2025, Planning and Zoning Commission Regular Meeting Minutes.

Commissioner Keating made a motion to approve the July 17, 2025, Planning and Zoning Commission Regular Meeting Minutes as presented. Commissioner Holland seconded the motion. Motion passed with 7 votes in favor.

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 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.

Alex Ferruccio, Planner I, presented item 2 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 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. Commissioner Perry seconded the motion. Motion passed with 7 votes in favor.

CALL TO THE PUBLIC:

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

- None

Chair Chapman closed the call to the public.

OTHER BUSINESS AND FUTURE AGENDA ITEMS:

- None

ADJOURNMENT:

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

Meeting adjourned at 6:09 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:

9/4/25