



CITY OF SURPRISE
Planning & Zoning Commission
16000 N. Civic Center Plaza
Surprise, AZ 85374
 Thursday, September 18, 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.

CONSENT AGENDA:

- | | | | |
|----|----------|---|---|
| 1. | Internal | Consideration and action to approve or disapprove the September 4, 2025 Planning and Zoning Commission Meeting Minutes. | Renee Puig-Hink
Community
Development |
|----|----------|---|---|

REGULAR AGENDA ITEM - PUBLIC HEARING:

- | | | | |
|----|------------|--|---|
| 2. | District 1 | Consideration and action regarding a Conditional Use Permit (CUP) with Site Plan for an oil change facility, located north of the northwest corner of Pat Tillman Boulevard and 163rd Avenue, zoned Asante Planned Area Development (PAD), case # FS25-0143. | Jani Wertin
Community
Development |
| 3. | Citywide | Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to home occupations. Case # FS25-0655. | Community
Development |

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- 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: Thursday, September 11th, 2025 @ 10:00 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: September 18, 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 September 4, 2025 Planning and Zoning Commission Meeting Minutes.

Motion:

I move to approve/disapprove the September 4, 2025 Planning and Zoning Commission Regular Meeting Minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 9-4-2025 MINS - DRAFT
-

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

September 4, 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 September 4, 2025.

A. ROLL CALL

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

STAFF PRESENT:

Bianca Cortez, Assistant City Attorney; Lloyd Abrams, Director of Community Development; Tiffany Copp, Assistant Director; Leslie Carnie, Planner II; Sylvia Willem Marcor, Planner II; Renee Puig-Hink, Administrative Specialist, Sr.

COUNCIL MEMBERS PRESENT:

- None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

- None

D. STAFF REPORT

- Introduction of the new Planner II, Sylvia Willem Marcor

CONSENT AGENDA:

Item 1 – Consideration and action to approve or disapprove the August 7, 2025, Planning and Zoning Commission Regular Meeting Minutes.

Commissioner Keating made a motion to approve the August 7, 2025, Planning and Zoning Commission Regular Meeting Minutes as presented. Commissioner Leonard seconded the motion. Motion passed with 5 votes in favor.

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 2 – Consideration and action regarding a Comprehensive Sign Program (CSP) for the Asante Trails development on a site generally located on the southwest corner of 163rd Avenue and Pat Tillman Boulevard. Case #FS24-1519

Leslie Carnie, Planner II, 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:

- Quality and consistency of the design
- Location on the main corridor of the city

Commissioner Perry moved to recommend approval of the Comprehensive Sign Program for Asante Trails, Case FS24-1519, subject to stipulations 'a' and 'b' as outlined in the staff report. Commissioner Holland seconded the motion. Motion passed with 5 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 Holland made a motion to adjourn. Commissioner Leonard seconded the motion. All voted in favor.

Meeting adjourned at 6:10 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: September 18, 2025 Contact Person: Jani Wertin
Submitting Department: Community Development District: District 1
Staff Recommendations:

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

Agenda Wording:

Consideration and action regarding a Conditional Use Permit (CUP) with Site Plan for an oil change facility, located north of the northwest corner of Pat Tillman Boulevard and 163rd Avenue, zoned Asante Planned Area Development (PAD), case # FS25-0143.

Motion:

I move to approve the Conditional Use Permit for Valvoline - Surprise (Pat Tillman), Case # FS25-0143, subject to stipulations 'a' through 'e' as memorialized in the staff report.

I move to deny the Conditional Use Permit for Valvoline - Surprise (Pat Tillman), Case # FS25-0143, because insert reason.

Background:

The subject request involves a Conditional Use Permit with Site Plan for an oil change facility on PAD A, the last remaining commercial pad within the Asante Marketplace retail center, located north of the northwest corner of Pat Tillman Boulevard and 163rd Avenue and zoned Asante 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 - FS25-0143 Valvoline - Surprise (Pat Tillman) CUP with Site Plan - Staff Report
 2. 01 - FS25-0143 Valvoline - Surprise (Pat Tillman) CUP with Site Plan - Vicinity Map
 3. 02 - FS25-0143 Valvoline - Surprise (Pat Tillman) CUP with Site Plan - Zoning Map
 4. 03 - FS25-0143 Valvoline - Surprise (Pat Tillman) CUP with Site Plan - Site Plan
 5. 04 - FS25-0143 Valvoline - Surprise (Pat Tillman) CUP with Site Plan - Elevations
 6. 05 -FS25-0143 Valvoline - Surprise (Pat Tillman) CUP with Site Plan - Landscape Plan
 7. 06 -FS25-0143 Valvoline - Surprise (Pat Tillman) CUP with Site Plan - Citizen Participation Report
 8. 07 -FS25-0143 Valvoline - Surprise (Pat Tillman) CUP with Site Plan - Affidavit of Posting
 9. FS25-0143 Valvoline - Surprise (Pat Tillman) CUP with Site Plan - Powerpoint
-

CONDITIONAL USE PERMIT

REPORT TO THE PLANNING AND ZONING COMMISSION

1 **Case:** **FS25-0143**
2
3 **Project Name:** Valvoline - Surprise (Pat Tillman) CUP with Site Plan
4
5 **Council District:** 1 - Acacia
6
7 **Meeting Date:** **September 18, 2025**
8
9 **Planner:** Jani Wertin, Planner II

11
12 **Owner:** Barclay Holdings LLC
13
14 **Applicant:** Danielle Benedict with Greenberg Farrow
15
16 **Request:** Conditional Use Permit with Site Plan for an oil change facility.
17
18 **Site Location:** Generally located north of the northwest corner of Pat Tillman
19 Boulevard and 163rd Avenue.
20
21 **Site Size:** 0.9 acres (approx.)
22
23 **General Plan**
24 **Conformance:** The proposal is consistent with the Surprise 2040 General Plan.
25
26 **Support/Opposition:** None known.
27
28 **Staff Recommendation:** If the Commission wishes to **approve** the subject Conditional
29 Use Permit with Site Plan, case FS25-0143, staff recommends
30 the Commission approve subject to stipulations 'a' through 'e'.

31 **FINDINGS:**

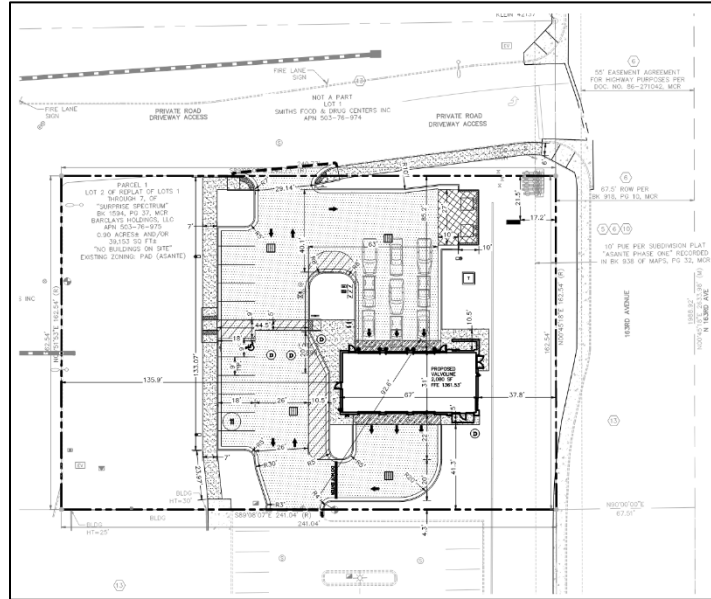
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 - The proposed CUP with Site Plan is consistent with the General Plan 2040.
 - The proposed CUP with Site Plan is consistent with the Asante PAD.
 - The proposed CUP with Site Plan is consistent with the applicable City of Surprise regulations.
 - The reviewing agencies have indicated no objections to the request.

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44 **PROJECT DESCRIPTION:**

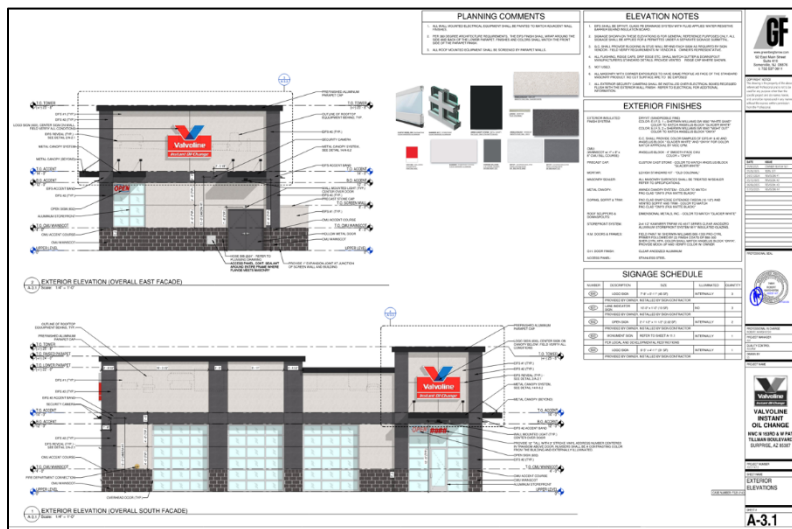
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The subject request involves a Conditional Use Permit with Site Plan for an oil change facility on PAD A, the last remaining commercial pad within the Asante Marketplace retail center. The subject site, PAD A, is approximately 0.9-acres in size and is located north of the northwest corner of Pat Tillman Boulevard and 163rd Avenue.

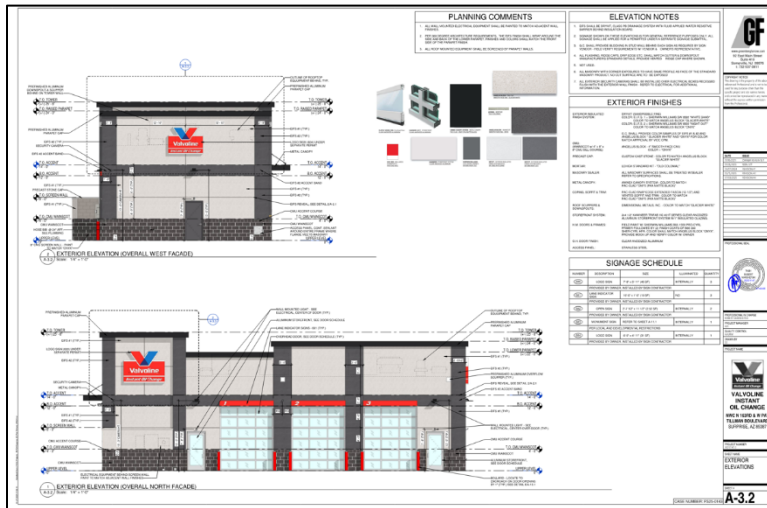


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The site will be accessed exclusively by the existing, internal drive aisles of the Asante Marketplace retail center with access to these drive aisles coming from an existing full access driveway to the north of the site and an existing 3/4 driveway to the south of the site off of 163rd Avenue. Full roadway improvements along Pat Tillman Boulevard and 163rd Avenue have been previously constructed; as such, no further improvements are required with the proposed development. A minimum of 5 parking spaces is required for the subject site with 11 parking spaces being provided.



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The proposed architecture will complement the area as it utilizes materials and design components similar to those of other existing buildings within the Asante Marketplace retail center. The proposed building incorporates elements such as stucco reveals, stone veneer wainscotting, colored concrete masonry units (CMU), and metal awnings. Varied roof lines have been incorporated to match the existing nearby developments and provide additional architectural interest.

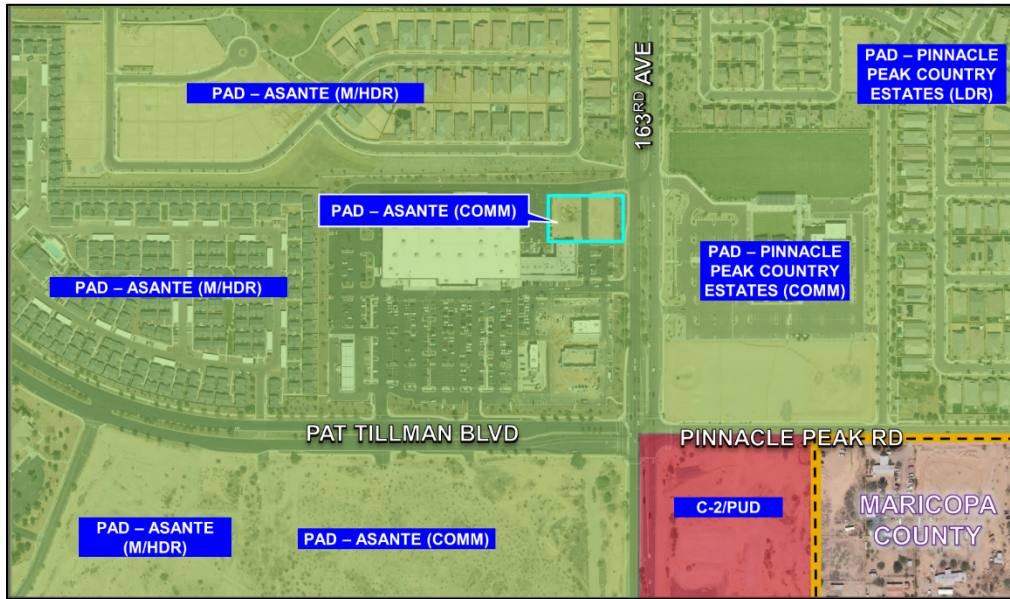
The landscaping is designed to complement the existing landscaping of the surrounding area with low water use trees, shrubs, and groundcover, and complies with the Asante PAD and City of Surprise regulations. Additional trees and shrubs have been provided to fill in the gaps in landscaping and provide additional landscape screening.



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80 **EXISTING ZONING:**

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82 The following map depicts the existing zoning of the subject site and its surroundings.
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PAD – Asante (COMM)	PAD – Asante (COMM)	PAD – Pinnacle Peak Country Estates (COMM)
PAD – Asante (COMM)	PAD – Asante (COMM)	PAD – Pinnacle Peak Country Estates (COMM)
PAD – Asante (COMM)	PAD – Asante (COMM)	Maricopa County

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87 **BACKGROUND:**

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89 **November 3, 1988:** The subject property was annexed into the City of Surprise under
90 Ordinance #88-24.

91
92 **November 24, 2004:** The Mayor and City Council approved the Asante Planned Area
93 Development under case PAD04-124, Ordinance #04-41.

94
95 **May 20, 2021:** The Planning & Zoning Commission approved the Master Site Plan for the
96 Asante Marketplace retail center and Conditional Use Permit for a grocery store with drive-
97 through pharmacy and vehicle fueling station under case FS20-712.

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99 **June 1, 2023:** The Planning & Zoning Commission approved a Master Site Plan
100 Amendment for the Asante Marketplace retail center under case FS23-0122.

101
102 **December 20, 2024:** Staff approved a Master Site Plan Amendment for the Asante
103 Marketplace retail center under case FS23-0122.
104

105 **April 4, 2024:** A Concept Review meeting was held for the current proposal under case
106 CR24-0310.

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108 **February 5, 2025:** The applicant filed a request for a CUP with Site Plan for an oil change
109 facility under case FS25-0143, the subject case.

110
111 **June 24, 2025:** The applicant held a Citizen Outreach meeting at the Asante Preparatory
112 Academy Cafeteria. A summary of this meeting is included in the Citizen Participation Report
113 attached to this staff report.

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116 **Citizen Participation Meeting:** The applicant held a Citizen Participation Meeting for the
117 subject project at the Asante Preparatory Academy Cafeteria on June 24th, 2025. Three
118 (3) members of the public were in attendance. Questions asked were related to air
119 pollution, queueing, parking, and light pollution. Staff has not received any items of
120 opposition or support for the project prior to or following the meeting. The Citizen
121 Participation Meeting and the Planning and Zoning Commission hearing were advertised in
122 accordance with state and local requirements. The Outreach Summary is included as an
123 attachment to this report.

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125 **ANALYSIS AND DISCUSSION:**

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127 ***Evaluative Criteria***

128 Pursuant to Section 122-114 of the SUDC, the following criteria shall be considered when
129 considering a conditional use:

- 130 1. The proposed use is listed as a conditional use in the use matrix set forth in article V
131 and meets any special requirements set forth for that particular use;
- 132 a. If an installation service is offered, the service shall be restricted to the
133 installation of minor parts only, including batteries, windshield wipers, hoses,
134 fuses, lights, radios, tires and similar minor elements, but excluding engine,
135 transmission and differential service, or similar installation.
136 **Commentary:** Installation services are limited to minor parts only. No
137 installation of major parts will be occurring onsite.
 - 138 b. All repair and service work shall be performed within a completely enclosed
139 building with the exception of gasoline sales.
140 **Commentary:** All services and repairs will be conducted within the enclosed
141 building.
 - 142 c. Openings to the service bays shall not face public rights-of-way and shall be
143 designed to minimize the noise and visual intrusion into adjoining properties.
144 **Commentary:** The service bays have been oriented to face away from 163rd
145 Avenue, so as to not face the right-of-way (ROW).
 - 146 d. No new stock, or used or discarded automotive parts or equipment, shall be
147 located or stored in any open area outside of the enclosed building.
148 **Commentary:** No outdoor storage is proposed with this project.
 - 149 e. No dismantling, re-manufacturing or rebuilding shall be permitted.
150 **Commentary:** No dismantling, re-manufacturing, or rebuilding is proposed
151 with this project.

- 152 f. All vehicles waiting for repair shall be concealed from view through the use of
153 a landscape screen such as berming and dense landscaping.
154 **Commentary:** A parking lot screen wall and vegetation along 163rd Avenue
155 has been provided by the master developer. To supplement this wall and
156 vegetation, additional trees and shrubs have been provided to fill in the gaps
157 in landscaping and provided additional landscape screening.
158 g. Outdoor storage and displays are prohibited.
159 **Commentary:** No outdoor storage or displays are proposed with this project.
160 2. Location and character of the use shall be in harmony with the surrounding area;
161 a. **Commentary:** As the subject site will be a part of an existing shopping center
162 that contains other neighborhood and community level retail, this use will not
163 be in conflict with the surrounding uses in the area.
164 3. The proposed use shall not impair the integrity or character of the community nor shall
165 it be detrimental to the public health, safety or general welfare of the city;
166 a. **Commentary:** As the subject site will be a part of an existing shopping center
167 that contains other neighborhood and community level retail, this use will not
168 impair the integrity or character of the community. Additionally, between the
169 best practices for the business and City code requirements regarding activities
170 such as oil disposal, this use will not be detrimental to the public health, safety
171 or general welfare of the city.
172 4. The proposed use shall conform to the goals and policies of the General Plan;
173 a. **Commentary:** This project is located within the Commercial & Office
174 Character Area of the General Plan, which calls for a mixture of land uses
175 such as commercial and retail uses, office and employment areas, higher
176 density housing, etc. As the subject site will be a part of an existing shopping
177 center that contains other neighborhood and community level retail, this site
178 conforms to the goals and policies of the General Plan by continuing the
179 Commercial development pattern established in the vicinity of this parcel.
180 5. The proposed use shall conform to the goals and policies of any specific district or
181 plans for the area;
182 a. **Commentary:** The subject site does not fall into a specific district or specific
183 plan, however it does fall within and conforms to the standards outlined in the
184 Asante PAD. The Asante PAD designates area 1.4, the area within the Asante
185 Land Use Plan in which this project is a part, for Community Commercial (CC)
186 which allows retail, office, and other service uses such as restaurants and oil
187 change facilities (with Conditional Use Permit approval).
188 6. The proposed use shall conform to the development standards and shall take into
189 account the following factors:
190 a. Site and building design;
191 **Commentary:** The building is designed with a cohesive architectural style, height,
192 form, color and massing that is compatible with the Asante Marketplace retail
193 center. Roof top units are screened from view by parapets. Adequate
194 circulation, parking and queuing are provided on site that are in line with the
195 layout with the most recent version of the Master Site Plan (FS23-0122,
196 approved December 20, 2024). Both the site and building design are in
197 conformance with the City's development/design standards.
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- b. Sensitivity to existing natural features;
 - i. **Commentary:** There are no natural features present in or around the site.
 - c. Volume or character of traffic;
 - i. **Commentary:** The City's Transportation department reviewed this proposal against the previously approved Traffic Impact Analysis (TIA) for the Master Site Plan (FS20-712) and determined that the proposed use will not significantly affect the volume or character of traffic within the overall commercial development or the adjacent roadway network.
 - d. Circulation patterns;
 - i. **Commentary:** The queueing space required for this use has been positioned on site to be clear of the drive aisles. Between the orientation of the queue lanes and the volume of traffic anticipated, the addition of the oil change facility is expected to have minimal impact on the circulation patterns in the public rights-of-way or onsite.
 - e. Connectivity;
 - i. **Commentary:** Sidewalks along the west and north sides of the site are provided with a pedestrian crossing at the north end and middle of the site, creating a pedestrian route into the retail center from 163rd Avenue and to the oil change facility. The queueing space required for this use has been positioned on site to be clear of the drive aisles. Between the orientation of the queue lanes, placement of the sidewalks and pedestrians crossing, and the volume of traffic anticipated, the addition of the oil change facility is expected to have minimal impact to onsite connectivity.
 - f. Parking and loading;
 - i. **Commentary:** Per the SUDC, 5 parking spaces are required for this development and 11 parking spaces are being proposed. The provided parking is in compliance with the City's development standards.
 - g. Screening and buffering of uses;
 - i. **Commentary:** Screening to 163rd Avenue has been provided by the master developer. In addition to the screen wall provided, additional trees and shrubs have been provided to fill in the gaps in landscaping and provide additional landscape screening. The provided screening is in compliance with the City's development standards.
 - h. Landscaping;
 - i. **Commentary:** The landscaping is designed to complement the existing landscaping of the surrounding area with low water use trees, shrubs, and groundcover, and complies with the Asante PAD and City of Surprise regulations. Additional trees and shrubs have been provided to fill in the gaps in landscaping and provide additional landscape screening. The landscape plan as proposed complies with the Asante PAD and City's development standards.
 - i. Exterior lighting;
 - i. **Commentary:** This project will add two pole-mounted light fixtures, matching the existing pole mounted fixtures present throughout the

246 retail center, as well as wall-mounted lighting on the building. All fixtures
247 are fully cut-off and shielded, with light levels at the property line not
248 exceeding 1-footcandle. All exterior lighting proposed onsite complies
249 with the City's development standards.

- 250 j. Signage;
 - 251 i. **Commentary:** Sign permits will be reviewed under separate permit.
- 252 k. Storm water retention and drainage;
 - 253 i. **Commentary:** The storm water retention and drainage proposed
254 onsite complies with the City's development standards.
- 255 l. Damage or nuisance arising from noise, smoke, odor, dust, vibration, or
256 illumination;
 - 257 i. **Commentary:** This use will not produce any noise, smoke, odor, dust,
258 vibration or illumination that will cause damage or constitute a nuisance.
259 A noise study was conducted for this site and demonstrated that the
260 project would create no perceptible change in the ambient noise level.
- 261 m. A demonstrated need for such use.
 - 262 i. **Commentary:** Per the applicant, minor vehicle service facilities such
263 as full-service oil change facilities are essential services needed in
264 every community.
- 265 7. The proposed use shall have adequate ingress and egress to property and proposed
266 structures, pedestrian and vehicular circulation with particular reference to emergency
267 service access;
 - 268 a. **Commentary:** The site will be accessed exclusively by the existing, internal
269 drive aisles of the Asante Marketplace retail center with access to these drive
270 aisles coming from an existing full access driveway to the north of the site and
271 an existing 3/4 driveway to the south of the site off of 163rd Avenue. As full
272 roadway improvements along Pat Tillman Boulevard and 163rd Avenue have
273 been previously constructed, no further improvements are required or
274 proposed with this development. Sidewalks along the west and north sides of
275 the site are provided with a pedestrian cross at the north end and middle of the
276 site, creating a pedestrian route into the retail center from 163rd Avenue and
277 to the oil change facility. A 26-foot drive aisle is provided to the west of the
278 building, which will allow emergency services adequate passage through the
279 site. This site provides adequate ingress and egress to the property and
280 proposed structures, pedestrian and vehicular circulation, and emergency
281 service access.
- 282 8. Adequate utilities, access roads, drainage sanitation; and/or
 - 283 a. **Commentary:** Necessary improvements for the Asante Marketplace retail
284 center have already been made. No additional improvements will be required
285 with this project.
- 286 9. Necessary facilities will be provided and the use will not contribute toward an
287 overburdening of municipal services.
 - 288 a. **Commentary:** No additional facilities are required with this project, nor will the
289 use contribute to the overburdening of municipal services.

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291 **UTILITY AND SERVICES TABLE:**
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Water:	City of Surprise
Wastewater:	City of Surprise
Schools:	Dysart Unified School District

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CONFORMANCE WITH ADOPTED PLANS:

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

The proposed CUP with Site Plan was reviewed against the goals, policies, recommendations, and guidelines of the City of Surprise 2040 General Plan. The proposed CUP with Site Plan is consistent with the General Plan in some of the following ways:

This project is located within the Commercial & Office Character Area character area of the General Plan. The proposed project adheres to the design guidelines of the character area which calls for a mixture of land uses such as commercial and retail uses, office and employment areas, higher density housing, etc.

This project maintains compatibility with the quality of existing land uses in the surrounding area in that it continues the Commercial development pattern established in the vicinity of this parcel.

REVIEWING AGENCIES:

In addition to the standard City reviewing agencies, who indicate no objections to the requests, Luke Air Force Base, Maricopa Water District (MWD), and Maricopa County Flood Control District (FCD) were included in the routing of this case. These agencies also indicate no objections.

Transportation:

A Traffic Impact Analysis (TIA) for the Master Site Plan for the Asante Marketplace retail center was previously reviewed and approved by the City's Transportation Department under case number FS20-712. As the proposed use will not pose any significant changes to the TIA and will not require any additional improvements to accommodate, the City's Transportation department did not require any additional analysis to be submitted for review.

Summary:

The proposed Conditional Use Permit with Site Plan is consistent with and meets the requirements as set forth in the Surprise 2040 General Plan, Asante PAD, and all applicable zoning codes and all City reviewing departments have reviewed the request and expressed no concerns.

Recommendation:

335 Based on the findings noted above, if the Commission wishes to **approve** the subject
336 Conditional Use Permit with Site Plan, case FS25-0143, staff recommends the Commission
337 approve subject to stipulations ‘a’ through ‘e’ as outlined below:
338

- 339 a. Development and use of the site shall be consistent with the Site Plan entitled “Valvoline
340 Instant Oil Change” consisting of four (4) sheets prepared by GreenbergFarrow and
341 received July 31, 2025.
342
- 343 b. Landscaping of the site shall be consistent with the Landscape Plan entitled Valvoline
344 Instant Oil Change,” consisting of seven (7) sheets prepared by GreenbergFarrow and
345 received July 31, 2025.
346
- 347 c. Building elevations shall be consistent with the Elevations entitled Valvoline Instant Oil
348 Change,” consisting of seven (7) sheets prepared by GreenbergFarrow and received
349 July 9, 2025.
350
- 351 d. The applicant shall obtain a building permit for the subject facility within one (1) year of
352 the effective date of Planning and Zoning Commission approval of this Conditional Use
353 Permit. If the applicant does not obtain said building permit within the specified time,
354 this Conditional Use Permit shall be deemed null and void.
355
- 356 e. Non-compliance with the stipulations of approval of this case will be treated as a
357 violation in accordance with the applicable provisions of the Surprise Municipal Code.
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359
360 However, should the Commission wish to **deny** the request, the Commission should make
361 its own findings and base its decision on those alternative findings.
362

- 363 **Attachments:**
364 01 Vicinity Map
365 02 Zoning Map
366 03 Site Plan
367 04 Elevations
368 05 Landscape Plan
369 06 Citizen Outreach Report
370 07 Affidavit of Sign Posting
371 PPT



ASANTE

163RD AVE

ESCALANTE

PROJECT
LOCATION

PINNACLE
PEAK
COUNTRY
ESTATES

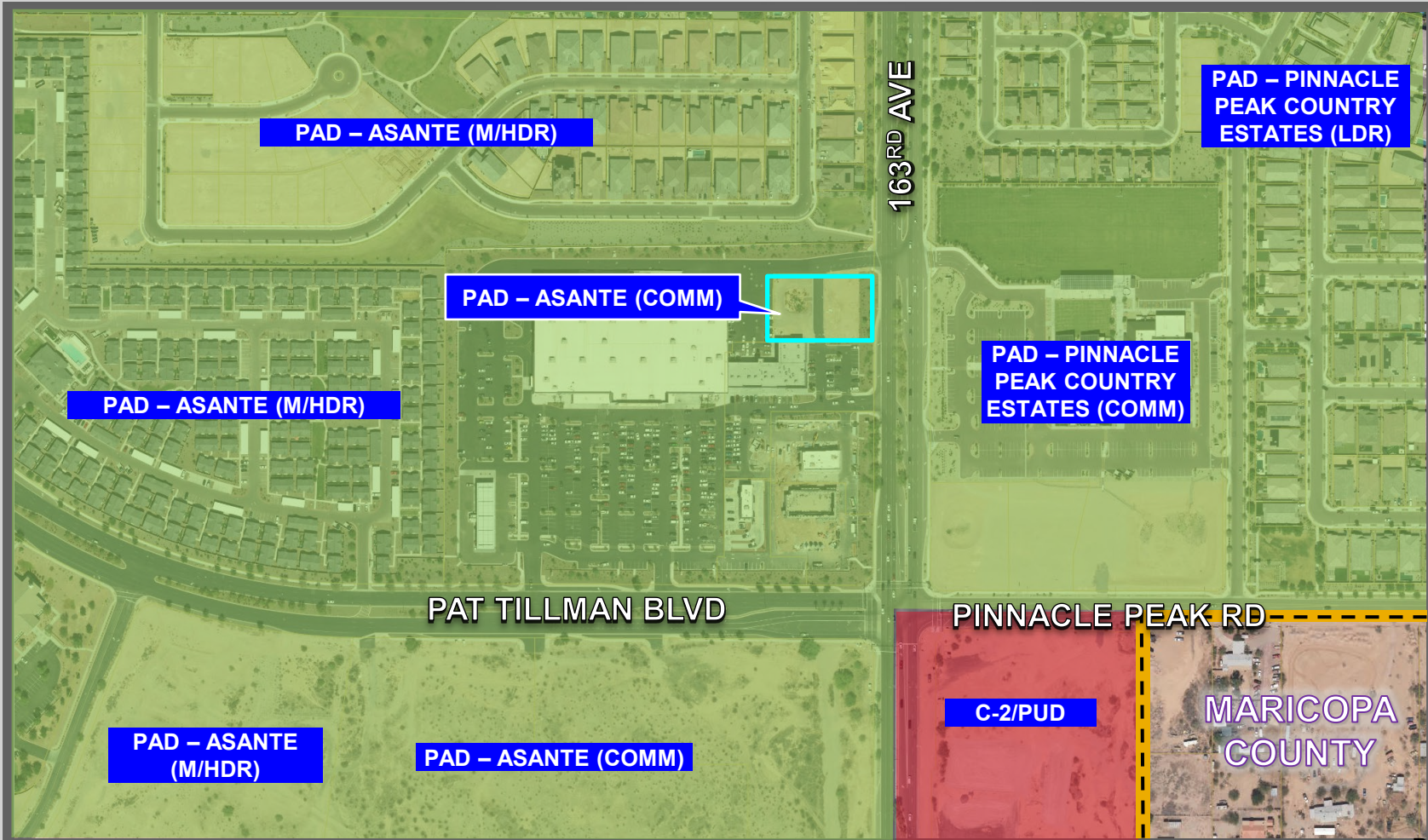
PAT TILLMAN BLVD

PINNACLE PEAK RD

ASANTE

MARICOPA
COUNTY

FS25-0143 VICINITY MAP



PAD - ASANTE (M/HDR)

PAD - PINNACLE PEAK COUNTRY ESTATES (LDR)

PAD - ASANTE (COMM)

PAD - PINNACLE PEAK COUNTRY ESTATES (COMM)

PAD - ASANTE (M/HDR)

PAT TILLMAN BLVD

PINNACLE PEAK RD

163RD AVE

PAD - ASANTE (M/HDR)

PAD - ASANTE (COMM)

C-2/PUD

MARICOPA COUNTY

FS25-0143 ZONING



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05/28/2025	RESUBMITTAL
06/27/2025	RESUBMITTAL

PROFESSIONAL SEAL



PROFESSIONAL IN CHARGE
RYAN SCOTT, P.E.
PROJECT MANAGER
RS
QUALITY CONTROL
NB
DRAWN BY
AW

PROJECT NAME



VALVOLINE INSTANT OIL CHANGE

N. 163RD & W. PAT TILLMAN BLVD., SURPRISE, AZ 85387

PROJECT NUMBER
20231147.0

SHEET NAME
SITE PLAN

SHEET #

C-0.1

GENERAL SITE NOTES:

1. CONTRACTOR MUST SECURE ALL NECESSARY PERMITS PRIOR TO STARTING WORK.
2. IF THE CONTRACTOR, IN THE COURSE OF THE WORK, FINDS ANY DISCREPANCIES BETWEEN THE PLANS AND THE PHYSICAL CONDITIONS OF THE LOCALITY, OR ANY ERRORS OR OMISSIONS IN THE PLANS OR IN THE LAYOUT AS GIVEN BY THE ENGINEER, IT SHALL BE HIS DUTY TO IMMEDIATELY INFORM THE ENGINEER, IN WRITING, AND THE ENGINEER WILL PROMPTLY VERIFY THE SAME. ANY WORK DONE AFTER SUCH A DISCOVERY, UNTIL AUTHORIZED, WILL BE AT THE CONTRACTOR'S RISK.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL SETBACKS, EASEMENTS, AND DIMENSIONS SHOWN HEREON BEFORE BEGINNING CONSTRUCTION.
4. ALL CONSTRUCTION MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE TO THE STATE AND LOCAL GOVERNMENT AGENCY'S LATEST CONSTRUCTION SPECIFICATIONS AND DETAILS.
5. ALL HANDICAP SITE FEATURES SHALL BE CONSTRUCTED TO MEET ALL FEDERAL, STATE AND LOCAL CODE.
6. NOTIFY THE CITY INSPECTOR TWENTY-FOUR (24) HOURS BEFORE BEGINNING EACH PHASE OF CONSTRUCTION.
7. THE CONTRACTOR SHALL CAREFULLY PRESERVE BENCHMARKS, REFERENCE POINTS, AND STAKES.
8. ARCHITECTURAL PLANS ARE TO BE USED FOR BUILDING STAKE OUT.
9. ALL DIMENSIONS ARE FROM FACE OF BUILDING, CURB, AND WALL UNLESS OTHERWISE SPECIFIED ON PLANS.
10. CONTRACTOR SHALL MAINTAIN THE SITE IN A MANNER SO THAT WORKMEN AND PUBLIC SHALL BE PROTECTED FROM INJURY, AND ADJOINING PROPERTY PROTECTED FROM DAMAGE.
11. CONTRACTOR IS RESPONSIBLE FOR DAMAGE TO ANY EXISTING ITEM AND/OR MATERIAL INSIDE OR OUTSIDE CONTRACT LIMITS DUE TO CONSTRUCTION OPERATION.
12. ALL STREET SURFACES, DRIVEWAYS, CULVERTS, CURB AND GUTTERS, ROADSIDE DRAINAGE DITCHES AND OTHER STRUCTURES THAT ARE DISTURBED OR DAMAGED IN ANY MANNER AS A RESULT OF CONSTRUCTION SHALL BE REPLACED OR REPAIRED IN ACCORDANCE WITH THE SPECIFICATIONS.
13. ALL ROAD WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE STATE AND LOCAL GOVERNMENT AGENCY SPECIFICATIONS.
14. STANDARD/HEAVY DUTY PAVEMENT AND CONCRETE SECTIONS SHALL FOLLOW THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT PREPARED BY GILES ENGINEERING ASSOCIATES, INC. DATED OCTOBER 29, 2024.
15. ALL CURB RADII SHALL BE 5' UNLESS OTHERWISE NOTED ON THE PLANS.
16. LOWER-LEVEL EXCAVATION REQUIRED TO BE COMPLETED BY CONTRACTOR.

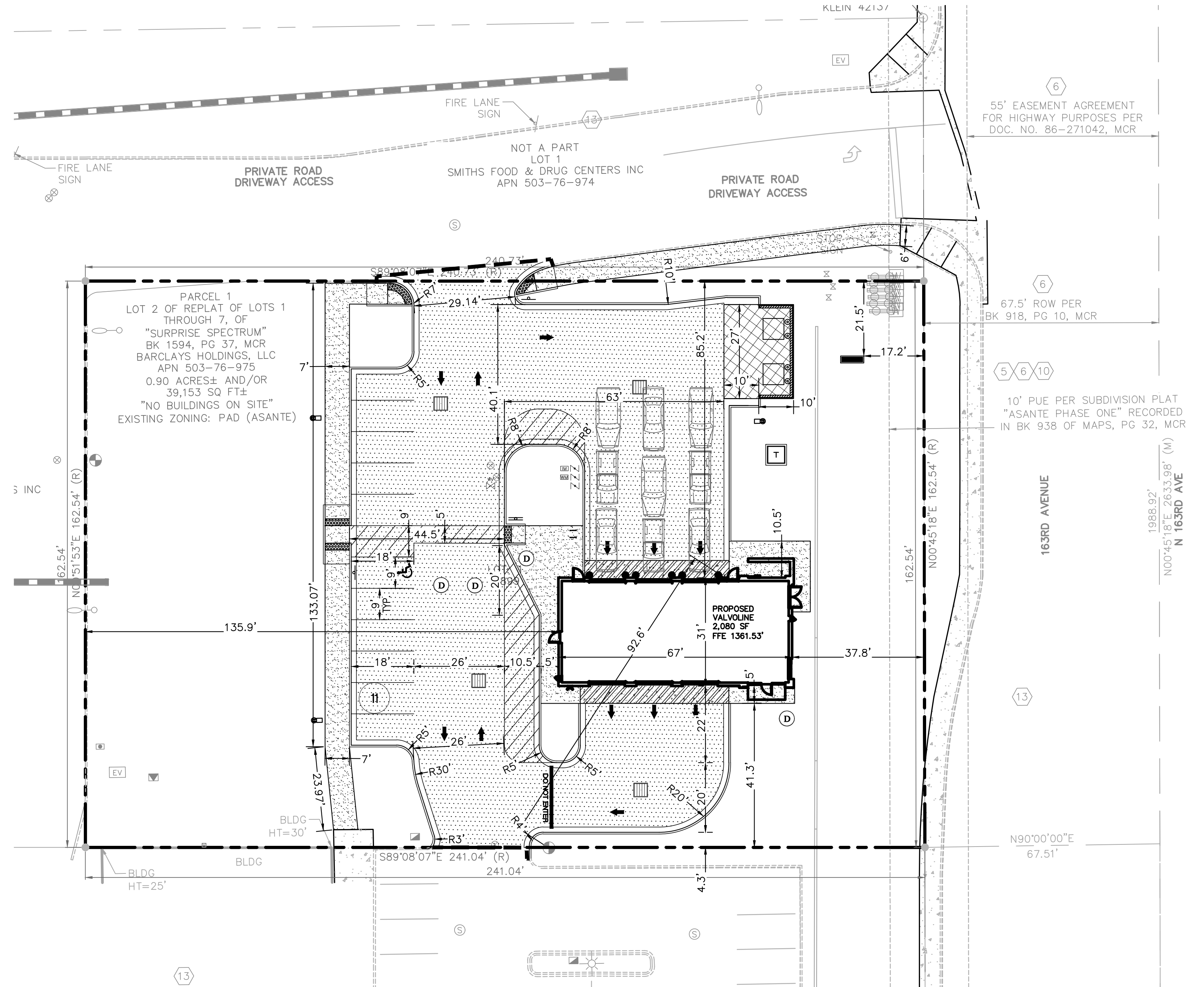
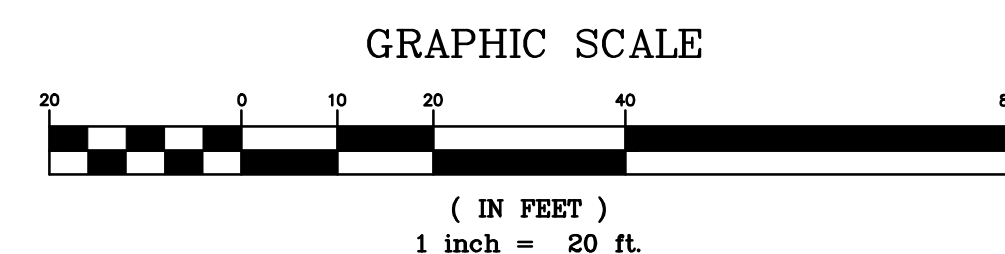


EXISTING LEGEND:

---	SECTION LINE
---	RIGHT-OF-WAY LINE
---	PROPERTY LINE
---	PARCEL LINE
---	EXISTING EASEMENT
---	UNDERGROUND WATER LINE
---	UNDERGROUND ELECTRICAL LINE
---	UNDERGROUND GAS LINE
---	OVERHEAD UTILITY LINE
---	UNDERGROUND SEWER LINE
---	UNDERGROUND TELEPHONE LINE
---	UNDERGROUND FIBER OPTICS
---	UNDERGROUND STORM
○	MONUMENT AS NOTED
◼	ELECTRIC CABINET
◼	JUNCTION BOX
◼	ELECTRIC PEDISTAL
○	STREET LIGHT
○	STREET LIGHT
◻	ELECTRIC VAULT
⊕	FIRE HYDRANT
⊗	WATER VALVE
⊕	BACK FLOW PREVENTOR
⊕	WATER METER
⊕	SEWER MANHOLE
⊗	IRRIGATION VALVE
◻	CONCRETE
◻	RIP RAP
R.	RANGE
APN	ASSESSOR PARCEL NUMBER
MCR	MARICOPA COUNTY RECORDS
ESMT	EASEMENT
BK PG	BOOK PAGE
DOC	DOCUMENT
DKT	DOCKET
PLS/LS	PROFESSIONAL LAND SURVEYOR
COS	CITY OF SURPRISE
●	SET MONUMENT AS NOTED
⊕	TELEPHONE PEDESTAL
⊕	STORM DRAIN MANHOLE
⊕	GRATE-CATCH BASIN
⊕	SIGN
T.	TOWNSHIP

PROPOSED LEGEND:

---	PROPERTY LINE
---	PROPOSED CURB & GUTTER
○	PROPOSED SITE LIGHT, SEE PHOTOMETRIC PLAN
⊕	PROPOSED DRAINAGE STRUCTURES (SEE GRADING/DRAINAGE PLANS)
⊕	PROPOSED PARKING SPACES
---	PROPOSED SAW CUT
◻	PROPOSED ASPHALT PAVEMENT. REFER TO PAVING PLAN.
◻	PROPOSED STANDARD DUTY CONCRETE PAVEMENT. REFER TO PAVING PLAN.
◻	PROPOSED CONCRETE SIDEWALK PAVEMENT. REFER TO PAVING PLAN.
◻	PROPOSED HEAVY DUTY CONCRETE PAVEMENT. REFER TO PAVING PLAN.
◻	PROPOSED BLACK "COLOR TOP" CONCRETE SEALER BY SHERWIN WILLIAMS.



SITE DATA SUMMARY:

PROJECT NAME	PAT TILLMAN VIOC
PROJECT LOCATION	N.163RD & W. PAT TILLMAN BLVD.
ASSESSOR PARCEL NUMBER (APN)	503-76-975
VALVOLINE TRACT: (AFTER ROW DEDICATION)	0.90 ACRES/ 39,154 SF
ZONING	PAD (ASANTE)
BUILDING	2,080 SF
BUILDING TOTAL	3,965 SF
BUILDING HEIGHT MAX	35'-0"
BUILDING HEIGHT PROVIDED	25'-8"
SETBACKS MINIMUM	FRONT: 35' SIDE: 24', REAR: 24'
SETBACKS PROVIDED	FRONT: 37.8', SIDE: 85.2'/41.3', REAR: 135.9'
FAR:	1:18.82
LOT COVERAGE:	5.3%
PARKING REQUIRED:	5 (1 ACCESS. PARKING SPACES) RATIO = 1 PER 500 SF
PARKING PROVIDED:	11 (1 ACCESS. PARKING SPACES)
PERVIOUS COVER:	21,387 SF
IMPERVIOUS COVER:	19,209 SF
LANDSCAPE AREA	21,387 SF (54% OF SITE)
REQUIRED BICYCLE PARKING	4 SPACES
PROVIDED BICYCLE PARKING	2 RACKS 4 SPACES

BENCHMARK BENCHMARK DATUM: CITY OF SURPRISE BM NO. 40
HORIZONTAL LOCATION=27" BRASS DISK LOCATED ON TOP OF CURB AT BACK OF SIDEWALK ON THE NORTH SIDE OF PAT TILLMAN BLVD APPROXIMATELY 500' WEST OF 163RD AVENUE. ELEVATION = 1361.76'

LEGAL DESCRIPTION
PARCEL NO. 1:
LOT 2, OF REPLAT OF LOTS 1 THROUGH 7 OF "SURPRISE SPECTRUM", RECORDED IN BOOK 1594 OF MAPS, PAGE 37, RECORDS OF MARICOPA COUNTY, ARIZONA.
PARCEL NO. 2:
A NON-EXCLUSIVE EASEMENT FOR INGRESS, EGRESS, ACCESS AND UTILITIES AS SET FORTH IN THAT CERTAIN RECIPROCAL EASEMENT AGREEMENT, RECORDED JANUARY 29, 2021 IN RECORDING NO. 20210108013 AND RE-RECORDED MARCH 23, 2021 IN RECORDING NO. 20210324183, RECORDS OF MARICOPA COUNTY, ARIZONA



PLANNING COMMENTS

- ALL WALL MOUNTED ELECTRICAL EQUIPMENT SHALL BE PAINTED TO MATCH ADJACENT WALL FINISHES.
- PER 360 DEGREE ARCHITECTURE REQUIREMENTS, THE EIFS FINISH SHALL WRAP AROUND THE SIDE AND BACK OF THE LOWER PARAPET. FINISHES AND COLORS SHALL MATCH THE FRONT SIDE OF THE PARAPET FINISH.
- ALL ROOF MOUNTED EQUIPMENT SHALL BE SCREENED BY PARAPET WALLS.

ELEVATION NOTES

- EIFS SHALL BE DRYVIT, CLASS PB DRAINAGE SYSTEM WITH FLUID APPLIED WATER RESISTIVE BARRIER BEHIND INSULATION BOARD.
- SIGNAGE SHOWN ON THESE ELEVATIONS IS FOR GENERAL REFERENCE PURPOSES ONLY. ALL SIGNAGE SHALL BE APPLIED FOR & PERMITTED UNDER A SEPARATE SIGNAGE SUBMITTAL.
- G.C. SHALL PROVIDE BLOCKING IN STUD WALL BEHIND EACH SIGN AS REQUIRED BY SIGN VENDOR - FIELD VERIFY REQUIREMENTS W/ VENDOR & OWNER'S REPRESENTATIVE.
- ALL FLASHING, RIDGE CAPS, DRIP EDGE ETC. SHALL MATCH GUTTER & DOWNSPOUT MANUFACTURER'S STANDARD DETAILS. PROVIDE VENTED RIDGE CAP WHERE SHOWN.
- NOT USED.
- ALL MASONRY WITH CORNER EXPOSURES TO HAVE SAME PROFILE AS FACE OF THE STANDARD MASONRY PRODUCT. NO CUT SURFACE ARE TO BE EXPOSED
- ALL EXTERIOR SECURITY CAMERAS SHALL BE INSTALLED OVER ELECTRICAL BOXES RECESSED FLUSH WITH THE EXTERIOR WALL FINISH - REFER TO ELECTRICAL FOR ADDITIONAL INFORMATION.

EXTERIOR FINISHES

EXTERIOR INSULATED FINISH SYSTEM:	DRYVIT (SANDPEBBLE FINE) COLOR: E.I.F.S. 1 = SHERWIN WILLIAMS SW 9582 "WHITE SAND" COLOR TO MATCH ANGELUS BLOCK "GLACIER WHITE" COLOR: E.I.F.S. 2 = SHERWIN WILLIAMS SW 9560 "NIGHT OUT" COLOR TO MATCH ANGELUS BLOCK "ONYX"
CMU: (WAINSCOT w/ 4" x 8" x 8" CMU SILL COURSE)	ANGELUS BLOCK - 4" SMOOTH FACE CMU COLOR = "ONYX"
PRECAST CAP:	CUSTOM CAST STONE - COLOR TO MATCH ANGELUS BLOCK "GLACIER WHITE"
MORTAR:	LEHIGH STANDARD KIT - "OLD COLONIAL"
MASONRY SEALER:	ALL MASONRY SURFACES SHALL BE TREATED W/SEALER REFER TO SPECIFICATIONS.
METAL CANOPY:	AWNEX CANOPY SYSTEM - COLOR TO MATCH PAC-CLAD "ONYX (FKA MATTE BLACK)"
COPING, SOFFIT & TRIM:	PAC-CLAD SNAP EDGE EXTENDED FASCIA (12-1/2") AND VENTED SOFFIT AND TRIM - COLOR TO MATCH PAC-CLAD "ONYX (FKA MATTE BLACK)"
ROOF SCUPPERS & DOWNSPOUTS:	DIMENSIONAL METALS, INC. - COLOR TO MATCH "GLACIER WHITE"
STOREFRONT SYSTEM:	2x4 1/2" KAWNEER TRIFAB VG 451T SERIES CLEAR ANODIZED ALUMINUM STOREFRONT SYSTEM W/1" INSULATED GLAZING.
H.M. DOORS & FRAMES:	FIELD PAINT W/ SHERWIN-WILLIAMS B66-1300 PRO-CYRL PRIMER FOLLOWED BY (2) FINISH COATS OF B66-300 SHER-CYRL HPA. COLOR SHALL MATCH ANGELUS BLOCK "ONYX". PROVIDE MOCK-UP AND VERIFY COLOR W/ OWNER
O.H. DOOR FINISH:	CLEAR ANODIZED ALUMINUM
ACCESS PANEL:	STAINLESS STEEL

SIGNAGE SCHEDULE

NUMBER	DESCRIPTION	SIZE	ILLUMINATED	QUANTITY
600	LOGO SIGN	7'-8" x 5'-11" (45 SF)	INTERNALLY	3
PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR				
601	LANE INDICATOR SIGN	10'-0" x 1'-0" (10 SF)	NO	3
PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR				
602	OPEN SIGN	2'-7 1/2" x 11 1/2" (2.52 SF)	INTERNALLY	2
PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR				
603	MONUMENT SIGN	REFER TO SHEET A-11.1	INTERNALLY	1
PER LOCAL AND DEVELOPMENTAL RESTRICTIONS				
604	LOGO SIGN	6'-5" x 4'-11" (31 SF)	INTERNALLY	1
PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR				



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PROFESSIONAL SEAL



PROFESSIONAL IN CHARGE
ROBERT WARSHESKI
PROJECT MANAGER
AM
QUALITY CONTROL
AM/RW
DRAWN BY
SS

PROJECT NAME



**VALVOLINE
INSTANT
OIL CHANGE**
NWC N 163RD & W PAT
TILLMAN BOULEVARD
SURPRISE, AZ 85387

PROJECT NUMBER
20231147.0

SHEET NAME
**EXTERIOR
ELEVATIONS**

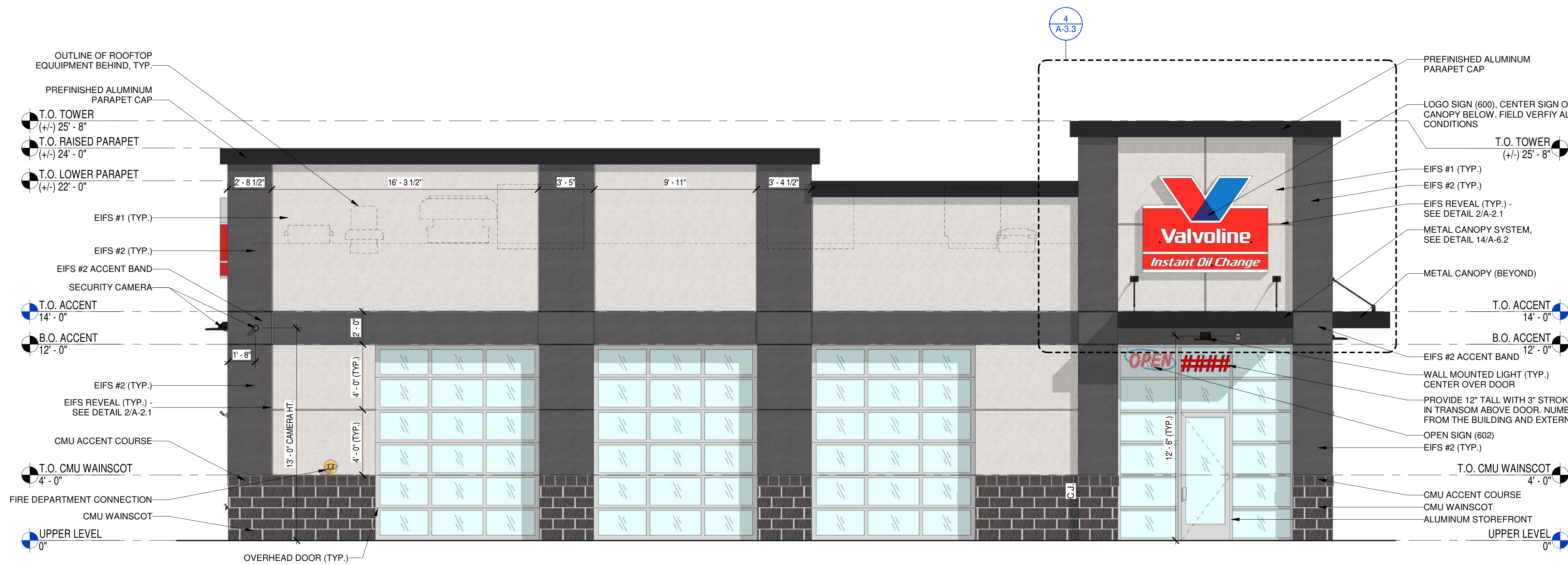
SHEET #

A-3.1



2 EXTERIOR ELEVATION (OVERALL EAST FACADE)

A-3.1 Scale: 1/4" = 1'-0"



1 EXTERIOR ELEVATION (OVERALL SOUTH FACADE)

A-3.1 Scale: 1/4" = 1'-0"

CASE NUMBER: F525-0143

PLANNING COMMENTS

- ALL WALL MOUNTED ELECTRICAL EQUIPMENT SHALL BE PAINTED TO MATCH ADJACENT WALL FINISHES.
- PER 360 DEGREE ARCHITECTURE REQUIREMENTS, THE EIFS FINISH SHALL WRAP AROUND THE SIDE AND BACK OF THE LOWER PARAPET. FINISHES AND COLORS SHALL MATCH THE FRONT SIDE OF THE PARAPET FINISH.
- ALL ROOF MOUNTED EQUIPMENT SHALL BE SCREENED BY PARAPET WALLS.

ELEVATION NOTES

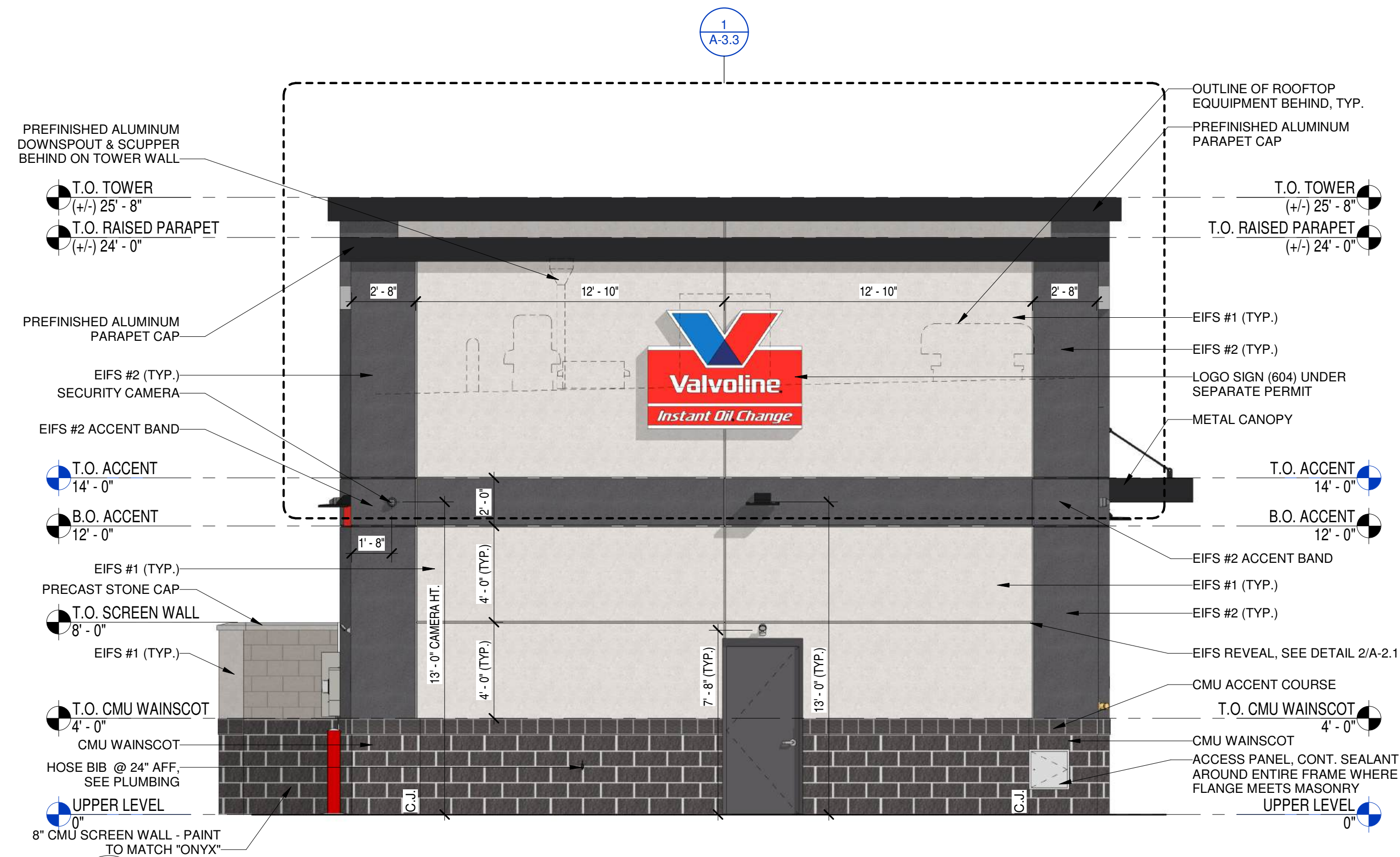
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EXTERIOR FINISHES

EXTERIOR INSULATED FINISH SYSTEM:	DRYVIT (SANDPEBBLE FINE) COLOR: E.I.F.S. 1 = SHERWIN WILLIAMS SW 9582 "WHITE SAND" COLOR TO MATCH ANGELUS BLOCK "GLACIER WHITE" COLOR: E.I.F.S. 2 = SHERWIN WILLIAMS SW 9560 "NIGHT OUT" COLOR TO MATCH ANGELUS BLOCK "ONYX"
CMU: (WAINSCOT w/ 4" x 8" x 8" CMU SILL COURSE)	G.C. SHALL PROVIDE COLOR SAMPLES OF EIFS #1 & #2 AND ANGELUS BLOCK "GLACIER WHITE" AND "ONYX" FOR COLOR MATCH APPROVAL BY VIOC CPM. ANGELUS BLOCK - 4" SMOOTH FACE CMU COLOR = "ONYX"
PRECAST CAP:	CUSTOM CAST STONE - COLOR TO MATCH ANGELUS BLOCK "GLACIER WHITE"
MORTAR:	LEHIGH STANDARD KIT - "OLD COLONIAL"
MASONRY SEALER:	ALL MASONRY SURFACES SHALL BE TREATED W/SEALER REFER TO SPECIFICATIONS.
METAL CANOPY:	AWNEX CANOPY SYSTEM - COLOR TO MATCH PAC-CLAD "ONYX (FKA MATTE BLACK)"
COPING, SOFFIT & TRIM:	PAC-CLAD SNAP EDGE EXTENDED FASCIA (12-1/2") AND VENTED SOFFIT AND TRIM - COLOR TO MATCH PAC-CLAD "ONYX (FKA MATTE BLACK)"
ROOF SCUPPERS & DOWNSPOUTS:	DIMENSIONAL METALS, INC. - COLOR TO MATCH "GLACIER WHITE"
STOREFRONT SYSTEM:	2x4 1/2" KAWNEER TRIFAB VG 451T SERIES CLEAR ANODIZED ALUMINUM STOREFRONT SYSTEM W/1" INSULATED GLAZING.
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O.H. DOOR FINISH:	CLEAR ANODIZED ALUMINUM
ACCESS PANEL:	STAINLESS STEEL

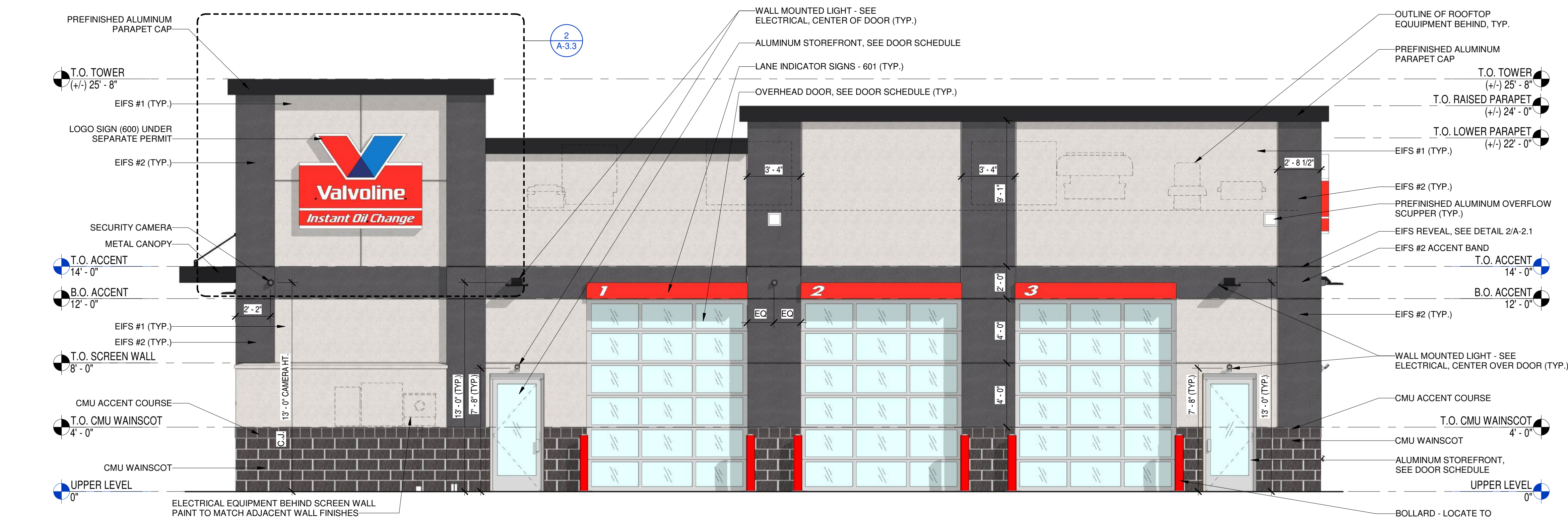
SIGNAGE SCHEDULE

NUMBER	DESCRIPTION	SIZE	ILLUMINATED	QUANTITY
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601	LANE INDICATOR SIGN PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR	10'-0" x 1'-0" (10 SF)	NO	3
602	OPEN SIGN PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR	2'-7 1/2" x 11 1/2" (2.52 SF)	INTERNALLY	2
603	MONUMENT SIGN PER LOCAL AND DEVELOPMENTAL RESTRICTIONS	REFER TO SHEET A-11.1	INTERNALLY	1
604	LOGO SIGN PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR	6'-5" x 4'-11" (31 SF)	INTERNALLY	1



2 EXTERIOR ELEVATION (OVERALL WEST FACADE)

A-3.2 Scale: 1/4" = 1'-0"



1 EXTERIOR ELEVATION (OVERALL NORTH FACADE)

A-3.2 Scale: 1/4" = 1'-0"



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07/03/2025	REVISION #4

PROFESSIONAL SEAL



PROFESSIONAL IN CHARGE

ROBERT WARSHESKI

PROJECT MANAGER

AM

QUALITY CONTROL

AM/RW

DRAWN BY

SS

PROJECT NAME

Valvoline

Instant Oil Change

VALVOLINE

INSTANT

OIL CHANGE

NWC N 163RD & W PAT

TILLMAN BOULEVARD

SURPRISE, AZ 85387

PROJECT NUMBER

20231147.0

SHEET NAME

EXTERIOR

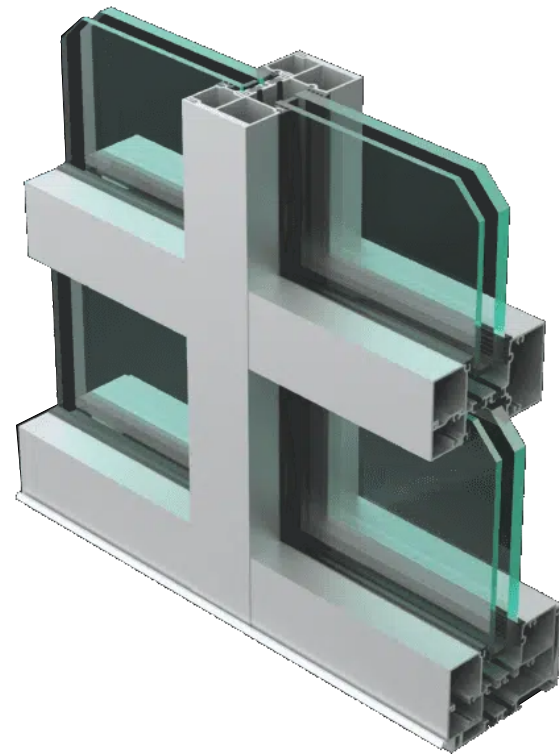
ELEVATIONS

SHEET #

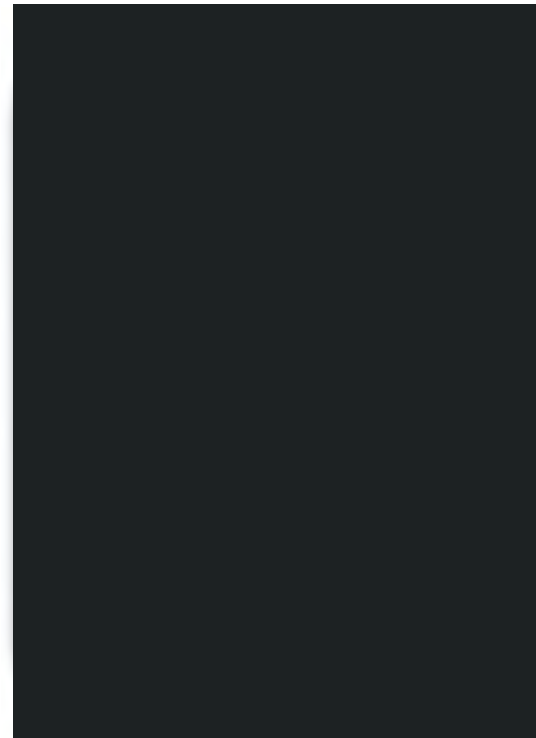
A-3.2



CLOPAY MODEL 906: Overhead Door
CLEAR ANODIZED ALUMINUM



KAWNEER 451T: STOREFRONT
CLEAR ANODIZED ALUMINUM



AWNEX CANOPY SYSTEM - METAL CANOPY
PAC CLAD - ONXY (FKA MATTE BLACK)



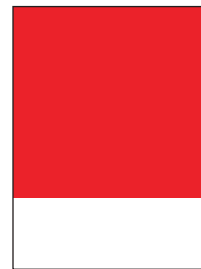
ANGELUS BLOCK - CMU CAP
SMOOTH FACE CMU - GLACIER WHITE



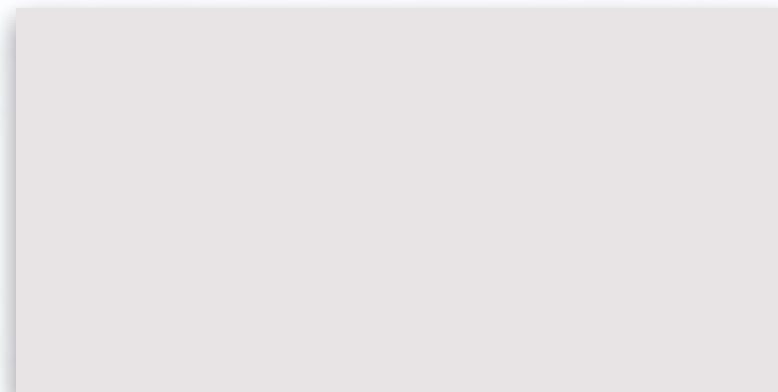
LEHIGH - MORTAR
"OLD COLONIAL"



ANGELUS BLOCK - WAINSCOT
SMOOTH FACE CMU - ONYX



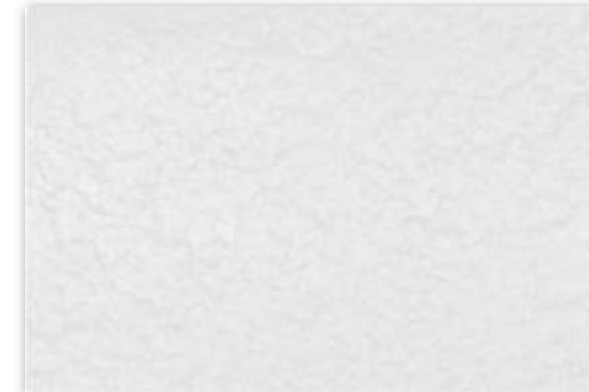
VIOC RED - BOLLARDS/
GUARDPOSTS
PANTONE 485C



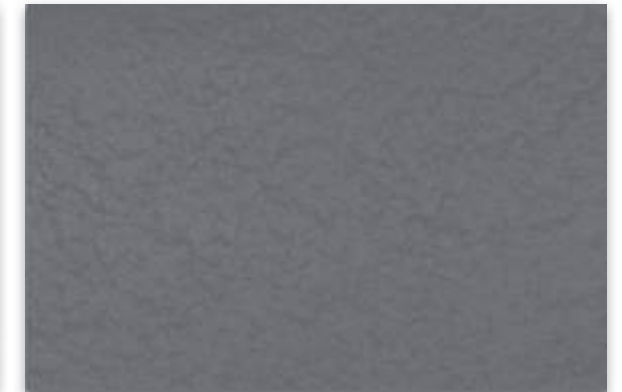
KAWNEER- STOREFRONT SYSTEM
CLEAR ANODIZED ALUMINUM



SHERWIN WILLIAMS -
H.M. DOORS, FRAMES,
SW 9560 NIGHT OUT



DRYVIT - EXTERIOR INSULATED
FINISH SYSTEM (EIFS)
SW 9582 WHITE SAND



DRYVIT - EXTERIOR INSULATED
FINISH SYSTEM (EIFS)
SW 9560 NIGHT OUT



VALVOLINE INSTANT OIL CHANGE
NWC 163RD & W PAT TILLMAN BOULEVARD
SURPRISE, AZ 85387
EXTERIOR FINISH MATERIAL BOARD

SURPRISE AZ CASE NUMBER:
FS25-0143



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PROFESSIONAL SEAL



PROFESSIONAL IN CHARGE
ALEX MADDOX, PLA
PROJECT MANAGER
RS
QUALITY CONTROL
RS
DRAWN BY
DJJ

PROJECT NAME



**VALVOLINE
INSTANT
OIL CHANGE**

NWC N. 163RD & W.
PAT TILLMAN BLVD,
SURPRISE, AZ

PROJECT NUMBER

20231147

SHEET NAME

LANDSCAPE RENDER

SHEET #

L-1.0



PLANT SCHEDULE

SYMBOL	BOTANICAL / COMMON NAME	CONT	QTY
TREES			
	Existing Tree	EXISTING	5
	Parkinsonia florida / Blue Palo Verde	36"box	6
	Ulmus parvifolia 'True Green' / True Green Lacebark Elm	36"box	2
SHRUBS			
	Acacia reddolens 'Desert Carpet' / Desert Carpet Bank Catclaw	5 gal	32
	Bougainvillea x 'Barbara Karst' / Barbara Karst Bougainvillea	5 gal	16
	Convolvulus cneorum / Bush Morning Glory	1 gal	7
	Dasyliroon wheeleri / Grey Desert Spoon	5 gal	12
	Eremophila maculata 'Valentine' / Valentine Spotted Emu Bush	5 gal	3
	Existing Shrub	Existing	56
	Hesperaloe parviflora 'Terpa' / Brakelights® Red Yucca	5 gal	10
	Lantana camara 'Radiation' / Radiation Lantana	5 gal	23
	Lantana montevidensis / Purple Trailing Lantana	5 gal	5
	Leucophyllum candidum 'Thunder Cloud' / Thunder Cloud Texas Sage	5 gal	4
	Leucophyllum laevigatum / Chihuahuan Sage	5 gal	9
	Nerium oleander 'Petite Pink' / Petite Pink Oleander	5 gal	11
	Ruellia peninsularis / Desert Ruellia	5 gal	9
	Ruellia simplex 'Katie' / Katie Mexican Petunia	5 gal	19
	Senna phyllodinea / Silvery Cassia	5 gal	8

SHRUB HEIGHT MEASUREMENTS ARE TO BE AS MEASURED FROM THE TOP OF THE ROOTBALL (TYP.) AT TIME OF PLANTING.

FINISHED GRADE ROCK GROUND COVER TO MATCH EXISTING MATERIAL. ROCK GROUND COVER TO BE PLACED AT ALL DISTURBED AND LANDSCAPE PLANTING AREAS. QUANTITY TO BE DETERMINED BY CONTRACTOR.

EXISTING LEGEND:

	SECTION LINE		RIGHT-OF-WAY LINE
	PROPERTY LINE		PARCEL LINE
	EXISTING EASEMENT		UNDERGROUND WATER LINE
	UNDERGROUND ELECTRICAL LINE		UNDERGROUND GAS LINE
	OVERHEAD UTILITY LINE		UNDERGROUND SEWER LINE
	UNDERGROUND TELEPHONE LINE		UNDERGROUND FIBER OPTICS
	UNDERGROUND STORM		MONUMENT AS NOTED
	ELECTRIC CABINET		RANGE
	JUNCTION BOX		ASSESSOR PARCEL NUMBER
	ELECTRIC PEDISTAL		MARICOPA COUNTY RECORDS
	STREET LIGHT		EASEMENT
	STREET LIGHT		BOOK PAGE
	ELECTRIC VAULT		DOCUMENT
	FIRE HYDRANT		DOCKET
	WATER VALVE		PROFESSIONAL LAND SURVEYOR
	BACK FLOW PREVENTOR		CITY OF SURPRISE
	WATER METER		SET MONUMENT AS NOTED
	SEWER MANHOLE		TELEPHONE PEDESTAL
	IRRIGATION VALVE		STORM DRAIN MANHOLE
	CONCRETE		GRATE-CATCH BASIN
	RIP RAP		SIGN
			TOWNSHIP

PROPOSED LEGEND:

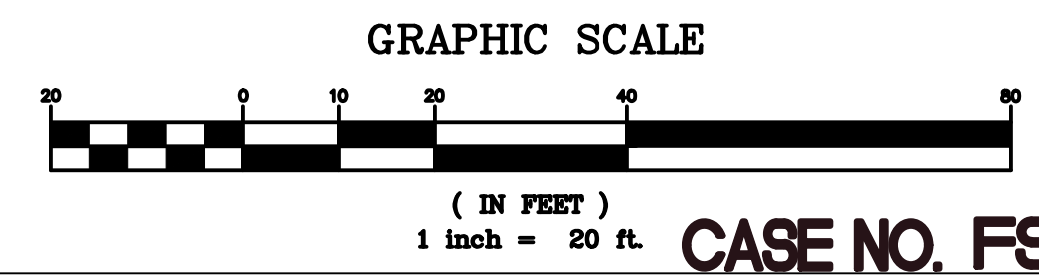
	PROPERTY LINE
	PROPOSED CURB & GUTTER
	PROPOSED FENCE. REFER TO SHEET L-1.1
	PROPOSED SITE LIGHT, SEE PHOTOMETRIC PLAN
	PROPOSED DRAINAGE STRUCTURES (SEE GRADING/DRAINAGE PLANS)
	PROPOSED PARKING SPACES
	PROPOSED SAW CUT
	PROPOSED ASPHALT PAVEMENT. REFER TO PAVING PLAN.
	PROPOSED STANDARD DUTY CONCRETE PAVEMENT. REFER TO PAVING PLAN.
	PROPOSED CONCRETE SIDEWALK PAVEMENT. REFER TO PAVING PLAN.
	PROPOSED HEAVY DUTY CONCRETE PAVEMENT. REFER TO PAVING PLAN.
	PROPOSED BLACK "COLOR TOP" CONCRETE SEALER BY SHERWIN WILLIAMS.

SIGHT DISTANCE TRIANGLES

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 TRIANGLE PROVIDED LIMBS, LEAVES AND NEEDLES OR OTHER FOLIAGE ARE KEPT BELOW 30 INCHES OR ABOVE 84 INCHES, PER SURPRISE EDS DETAIL 4-01.

SITE DATA SUMMARY:

VALVOLINE TRACT: (AFTER ROW DEDICATION)	0.90 ACRES/ 39,154 SF
LANDSCAPE AREA REQUIRED:	5,872 SF (15%)
LANDSCAPE AREA PROVIDED:	21,330 SF (54%)
TURF COVERAGE:	0 SF (0%)
163RD FRONTAGE:	162 LINEAR FEET
TREES REQUIRED:	7 (1 PER 25 LINEAR FEET)
TREES PROVIDED:	7 (5 EXISTING + 2 PROPOSED)
SHRUBS REQUIRED:	26 (4 PER 25 LINEAR FEET)
SHRUBS PROVIDED:	55 EXISTING
FOUNDATION PLANTING: REQUIRED:	FOUNDATION PLANTING SHALL BE REQUIRED ALONG ALL BUILDING ELEVATIONS THAT ARE VISIBLE FROM THE PUBLIC STREET.
PROVIDED:	YES
INTERIOR PARKING LOT REQUIRED:	2 TREE PER 6 SPACES
PROVIDED:	4 TREES (11 SPACES)



CASE NO. FS25-0143 L-1.0



Valvoline Instant Oil Change
W. Pat Tillman Blvd. near N. 163rd Ave. 85387
Parcel# 503-76-975
Conditional Use Permit
Citizen Participation Report
FS25-0143



Prepared by:
GreenbergFarrow
7/2/25

This Citizens Participation Report has been prepared for a Conditional Use Permit application for the approximate 0.90 acres at the northwest quadrant of W. Pat Tillman Blvd and N. 163rd Ave.

Through its representative GreenbergFarrow, the applicant seeks a conditional use permit to allow for an oil change facility that will be 2,080 SF and provide 3 service bays. As prepared, the Citizen Participation Report meets the City's Citizen Participation requirements and the recommended notification area as identified by the planning department.

Overview of Elements of Citizen Notification

1. A sign was posted on the property indicating the scheduled neighborhood meeting of Tuesday June 24, 2025, with meeting time (6.00 PM) and location at the Asante Preparatory Academy – Cafeteria.
2. On or around June 4, 2025, the city of Surprise sent out notices to property owners and registered neighborhood associations. City staff also posted a legal ad in the newspaper.
3. On Tuesday, June 24, 2025, GreenbergFarrow, along with the company representatives from Valvoline hosted a neighborhood open house meeting at the Asante Preparatory Academy in the cafeteria. The meeting was set up as an open house from 6-7pm with a brief presentation on the CUP request. In addition to the development team and city staff there were approximately 3 individuals from the surrounding community present. See ***Exhibit A*** for sign in sheets. Following the presentation the, the development team addressed questions and concerns. Outlined below are some of the concerns brought up in the meeting:
 - Air pollution from vehicle fumes
 - Overnight parking for vehicles being serviced
 - Que lane stacking will overflow into driving aisles
 - Light Pollution
 - Building Size in comparison to lot size (too big for size of lot)
 - Parking being removed from development won't be sufficient for other uses
 - Vehicle repair use is already in community, don't need another

- Below is how Valvoline intends to address the concerns that were brought up in the meeting:
 - Valvoline places great emphasis on utilizing environmentally friendly practices while delivering high quality services to the community.
 - Valet service (dropping off a vehicle for service and picking it up later) is NOT offered and no customer vehicles are left overnight.
 - Valvoline is categorized as low traffic with typical peaks of 23 trips per day. Analysis results will conclude this development is not expected to negatively impact the adjacent roadway network.
 - The proposed exterior light fixtures will be the shopping center standard that are full cut-off fixtures with shielding from adjacent properties to avoid light pollution.
 - The property use does not impair the integrity of the community as the proposed design is following the standards of the retail center. Which include but are not limited to the building and landscape design.
 - Per the zoning code, a minimum of 4 parking stalls are required, and Valvoline is proposing 11 stalls.
 - Valvoline is a national brand that provides essential minor vehicle services in any community.

EXHIBIT A

Neighborhood Meeting Attendees		
Tuesday, June 24, 2025		
Name	Address	Number
Marvin McCormick		
Patte Marsh		
Dave Marsh		

AFFIDAVIT OF SIGN POSTING

Case Number: FS 25-0143
Project Name: Valvoline Surprise Az
Project Location: 16400 w Pat Fillman Blvd Surprise AZ 85387
Date ^{Updated} Removed: Aug. 11, 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.

[Signature] 8/12/2025
Owner / Application Signature Date

This instrument was acknowledged before me this 12th day of August,
20 25 by Jeffrey Thomas



[Signature]
Notary Public
My Commission Expires: 02-28-2026



Site Posting Map

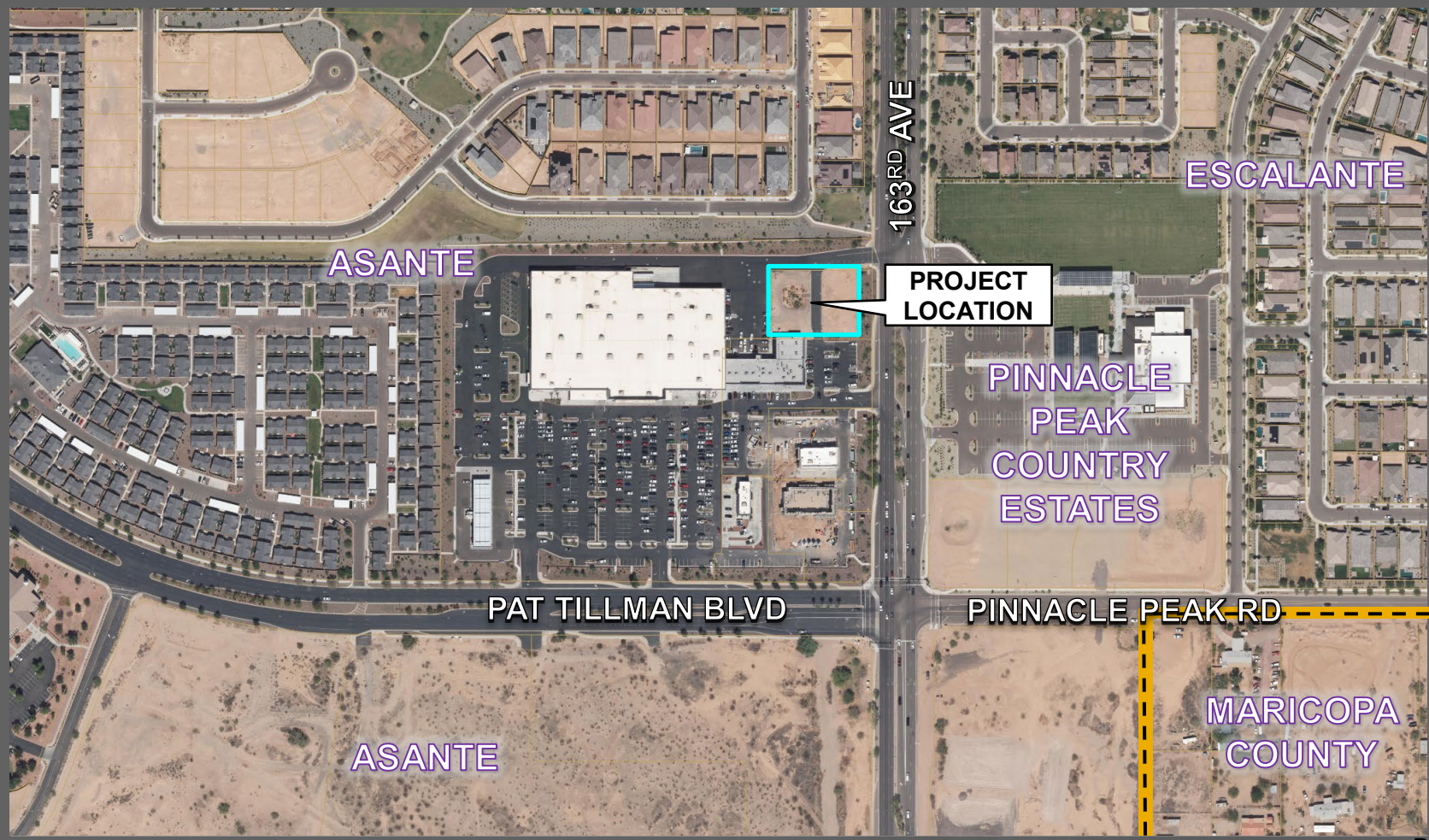




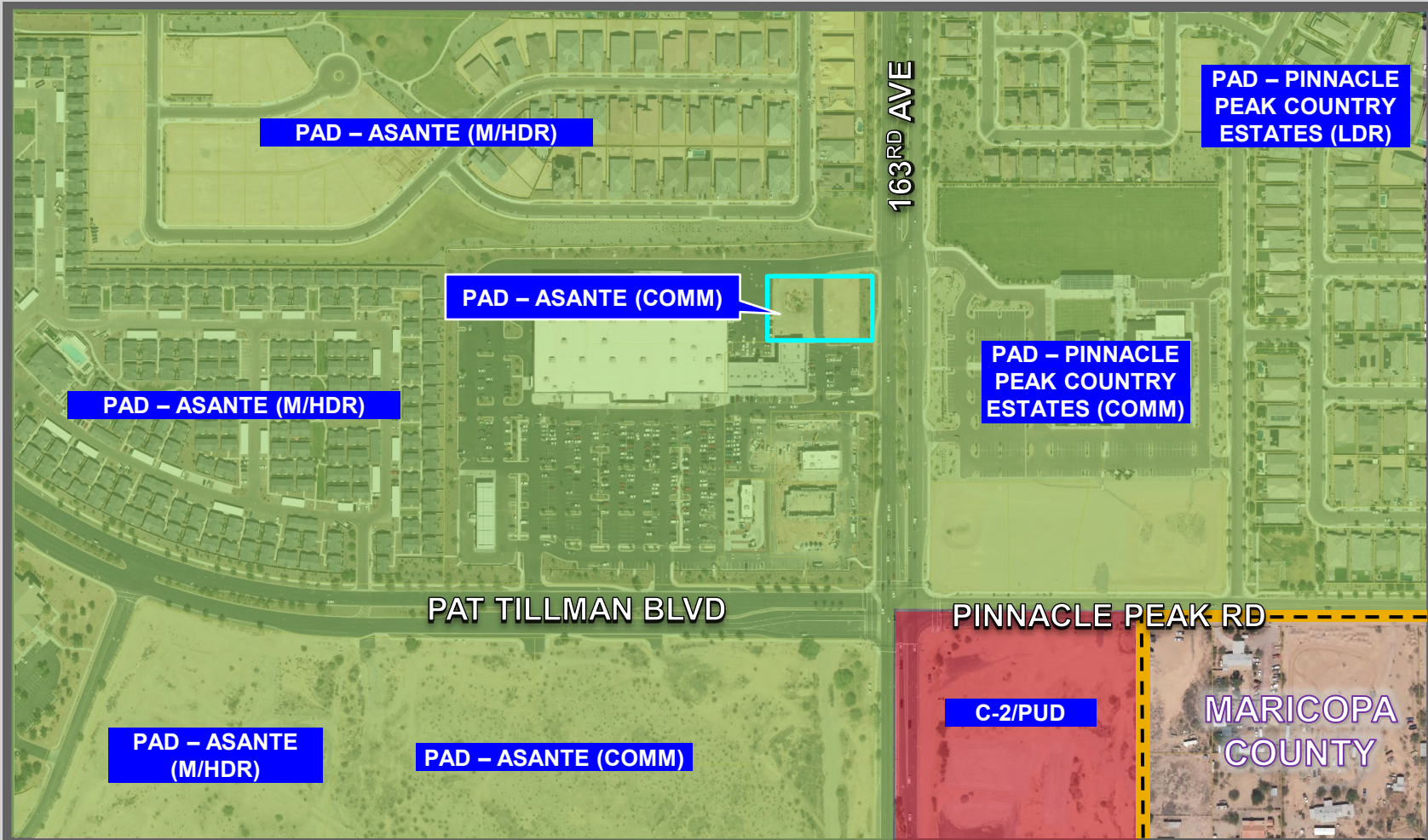
SURPRISE
ARIZONA

FS25-0143 Valvoline - Surprise (Pat Tillman) Conditional Use Permit with Site Plan

Planning & Zoning Commission
September 18, 2025



FS25-0143 VICINITY MAP



PAD - ASANTE (M/HDR)

PAD - PINNACLE PEAK COUNTRY ESTATES (LDR)

PAD - ASANTE (COMM)

PAD - PINNACLE PEAK COUNTRY ESTATES (COMM)

PAD - ASANTE (M/HDR)

PAT TILLMAN BLVD

PINNACLE PEAK RD

163RD AVE

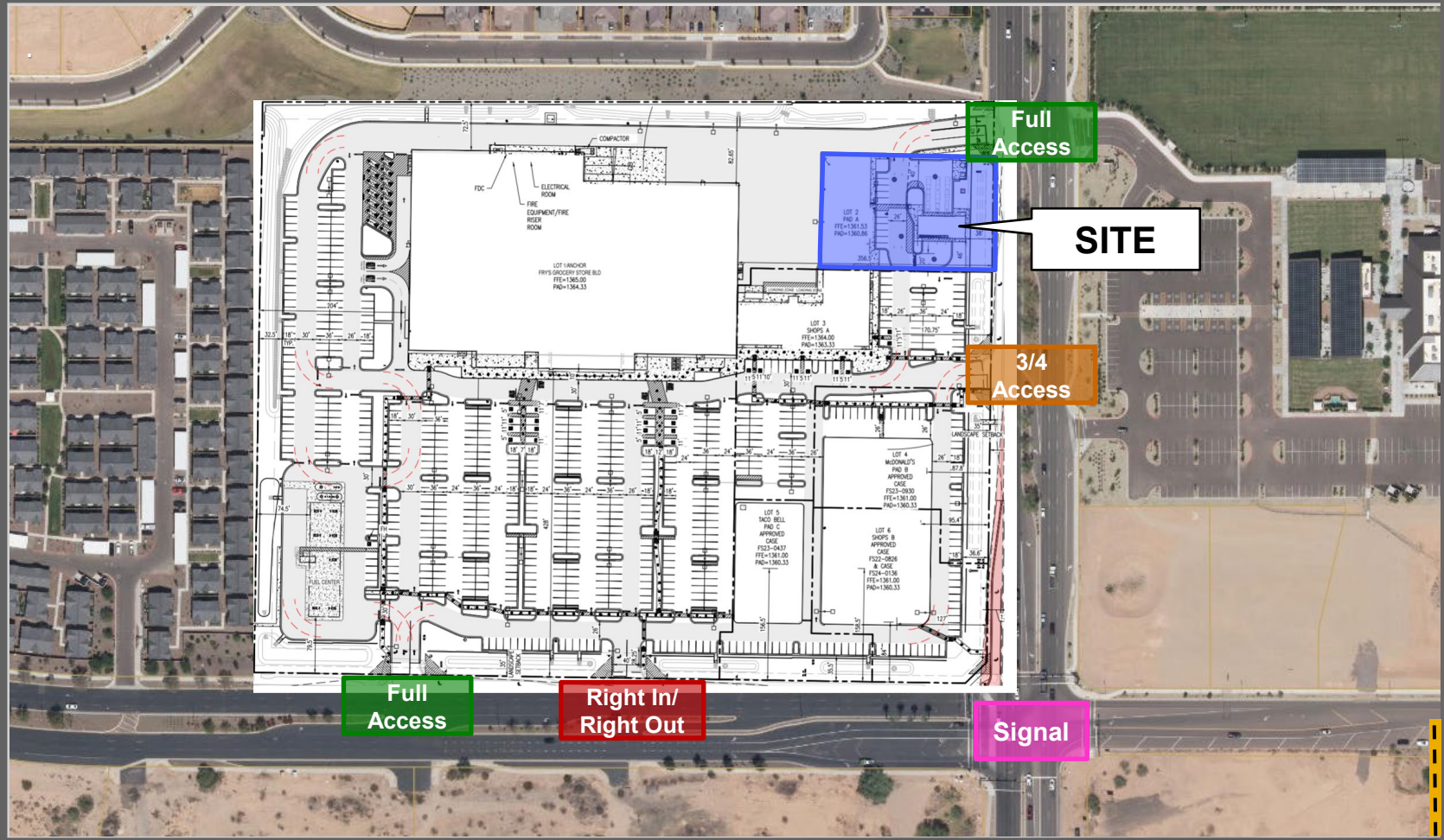
PAD - ASANTE (M/HDR)

PAD - ASANTE (COMM)

C-2/PUD

MARICOPA COUNTY

FS25-0143 ZONING



MASTER SITE PLAN

PLANNING COMMENTS

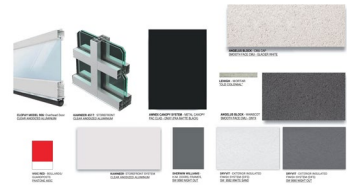
1. ALL WALL MOUNTED EQUIPMENT SHALL BE PAINTED TO MATCH ADJACENT WALL FINISHES.
2. PER ALL SPOON ARCHITECTURAL REQUIREMENTS, THE EPS FINISH SHALL WRAP AROUND THE SIDE AND BACK OF THE LOWER PARAPET FINISHES AND COLORS SHALL MATCH THE FRONT SIDE OF THE PARAPET FINISH.
3. ALL ROOF MOUNTED EQUIPMENT SHALL BE SCREENED BY PARAPET WALLS.

ELEVATION NOTES

1. EPS SHALL BE DRYVOT CLASS B DRAINAGE SYSTEM WITH FILLED APPLIC WATER RESISTIVE BARRIER BEHIND INSULATION BOARD.
2. DOWNSPOUT SWIM IN THESE ELEVATIONS IS FOR GENERAL REFERENCE PURPOSES ONLY. ALL DRAINAGE SHALL BE APPLIED FOR A PERMITTED UNDER A SEPARATE DISCHARGE SUBMITTAL.
3. G.G. SHALL PROVIDE BLOCKING IN STUD WALL BEHIND EACH SIGN AS REQUIRED BY SIGN VENDOR. FIELD VERIFY FLOOR FINISHES IN VERTICAL, DOWNSET REPRESENTATIVE.
4. ALL FLASHING, RIDGE CAPS, DRY ROOF ETC. SHALL MATCH OUTER A DOWNSPOUT MANUFACTURER'S STANDARDS AND PROVIDE VENTED RIDGE CAP WHERE SWIM.
5. NOT USED.
6. ALL MASONRY WITH CORNER EXPOSURES TO MAKE SAME PROFILE AS FACE OF THE STANDARD MASONRY PRODUCT. NO CUT SURFACES ARE TO BE CORDED.
7. ALL EXTERIOR SECURITY CAMERAS SHALL BE INSTALLED OVER ELECTRICAL BOXES RECESSED FLUSH WITH THE EXTERIOR WALL FINISH. REFER TO ELECTRICAL FOR ADDITIONAL INFORMATION.

EXTERIOR FINISHES

- EXTERIOR INSULATED FINISH SYSTEM**
- DRYVOT (SMOOTHFACE FINE)
 COLOR: E.P.S. 11-3 (SHEEN) WILLIAMS SW 9987 "WHITE SAND"
 COLOR TO MATCH ANGELOUS BLOCK "GLACIER WHITE"
 COLOR: E.P.S. 2-2 (SHEEN) WILLIAMS SW 1000 "NIGHT OUT"
 COLOR TO MATCH ANGELOUS BLOCK "ONIX"
- G.G. SHALL PROVIDE COLOR SAMPLES OF EPS #1 & #2 AND ANGELOUS BLOCK "GLACIER WHITE" AND "ONIX" FOR COLOR MATCH APPROVAL BY VIOC CPM.
- CMU**
 ANGELOUS BLOCK - #1 (SMOOTHFACE CMU)
 COLOR: "ONIX"
- PRECAST CAP:**
 CUSTOM CAST STONE - COLOR TO MATCH ANGELOUS BLOCK "GLACIER WHITE"
- MORTAR:**
 LEHIGH STANDARD KIT - "OLD COLONIAL"
- MASONRY SEALER:**
 ALL MASONRY SURFACES SHALL BE TREATED WEASLER REFER TO SPECIFICATIONS.
- METAL CANOPY:**
 AMEXX CANOPY SYSTEM - COLOR TO MATCH PRECAST "ONIX" PINK METAL BLADE
- COPING, SORBIT & TRIM:**
 PAC-CLAD SNAP LOCK EXTENDED FASCIA (12-10") AND PAC-CLAD "ONIX" PINK METAL BLADE
- ROOF SLOPPERS & DOWNSPOUTS:**
 DIMENSIONAL METALS, INC. - COLOR TO MATCH "GLACIER WHITE"
- STOREFRONT SYSTEM:**
 24-1/2" WAINWRIGHT TRIM AND 41-1/2" SERIES 55 EXE ANGELOUS ALUMINUM STOREFRONT SYSTEM #11 INSULATED GLAZING
- HW DOORS & FRAMES:**
 FIELD PAINT IN: SHERWIN WILLIAMS SW-1300 PRO-CYCL FINISH FOLLOWED BY 1/2" PINK CLEAR COAT OR 3/16" SHER-CYCL WPA. COLOR SHALL MATCH ANGELOUS BLOCK "ONIX". PROVIDE MOOP UP AND KEYS COLORS BY OWNER.
- CH1 DOOR FINISH:**
 CLEAR ANGELOUS ALUMINUM
- ACCESS PANEL:**
 STAINLESS STEEL



CONTACT NOTICE
 The drawing is a part of the architectural and engineering work prepared by the architect and engineer for the project and shall not be used for any purpose other than the specific project and site named herein. It cannot be reprinted or used in any other project without the written consent of Greenfield Architects.

DATE	REVISION
01/15/2025	ISSUE FOR PERMITS (S1)
01/15/2025	REV. 01
01/15/2025	REV. 02
01/15/2025	REV. 03
01/15/2025	REV. 04
01/15/2025	REV. 05
01/15/2025	REV. 06
01/15/2025	REV. 07
01/15/2025	REV. 08
01/15/2025	REV. 09
01/15/2025	REV. 10
01/15/2025	REV. 11
01/15/2025	REV. 12
01/15/2025	REV. 13
01/15/2025	REV. 14
01/15/2025	REV. 15
01/15/2025	REV. 16
01/15/2025	REV. 17
01/15/2025	REV. 18
01/15/2025	REV. 19
01/15/2025	REV. 20
01/15/2025	REV. 21
01/15/2025	REV. 22
01/15/2025	REV. 23
01/15/2025	REV. 24
01/15/2025	REV. 25
01/15/2025	REV. 26
01/15/2025	REV. 27
01/15/2025	REV. 28
01/15/2025	REV. 29
01/15/2025	REV. 30
01/15/2025	REV. 31
01/15/2025	REV. 32
01/15/2025	REV. 33
01/15/2025	REV. 34
01/15/2025	REV. 35
01/15/2025	REV. 36
01/15/2025	REV. 37
01/15/2025	REV. 38
01/15/2025	REV. 39
01/15/2025	REV. 40
01/15/2025	REV. 41
01/15/2025	REV. 42
01/15/2025	REV. 43
01/15/2025	REV. 44
01/15/2025	REV. 45
01/15/2025	REV. 46
01/15/2025	REV. 47
01/15/2025	REV. 48
01/15/2025	REV. 49
01/15/2025	REV. 50
01/15/2025	REV. 51
01/15/2025	REV. 52
01/15/2025	REV. 53
01/15/2025	REV. 54
01/15/2025	REV. 55
01/15/2025	REV. 56
01/15/2025	REV. 57
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01/15/2025	REV. 88
01/15/2025	REV. 89
01/15/2025	REV. 90
01/15/2025	REV. 91
01/15/2025	REV. 92
01/15/2025	REV. 93
01/15/2025	REV. 94
01/15/2025	REV. 95
01/15/2025	REV. 96
01/15/2025	REV. 97
01/15/2025	REV. 98
01/15/2025	REV. 99
01/15/2025	REV. 100



PROFESSIONAL SEAL



PROJECT NUMBER: 25-0143
 SHEET: 2

DATE NUMBER FIELD: 10/2024
 SPEED: A-3.1

FS25-0143 ELEVATIONS



2 EXTERIOR ELEVATION (OVERALL EAST FACADE)
 SCALE: 1/8" = 1'-0"



1 EXTERIOR ELEVATION (OVERALL SOUTH FACADE)
 SCALE: 1/8" = 1'-0"



Landscaping Required = 15%
 Landscaping Provided = 54%

PLANT SCHEDULE

SYMBOL	BOTANICAL / COMMON NAME	CONT	QTY
TREES			
	Existing Tree	EXISTING	5
	Parkinsonia florida / Blue Palo Verde	36"ox	6
	Ulmus parvifolia 'True Green' / True Green Lacebark Elm	36"ox	2
SYMBOL	BOTANICAL / COMMON NAME	SIZE	QTY
SHRUBS			
	Acacia redolens 'Desert Carpet' / Desert Carpet Bark Catclaw	5 gal	32
	Bougainvillea x 'Barbara Karst' / Barbara Karst Bougainvillea	5 gal	16
	Convolvulus creorum / Bush Morning Glory	1 gal	7
	Dasylirion wheeleri / Grey Desert Spoon	5 gal	12
	Eremophila maculata 'Valentine' / Valentine Spotted Emu Bush	5 gal	3
	Existing Shrub	Existing	56
	Hesperaloe parviflora 'Purple' / Brakelights® Red Yucca	5 gal	10
	Lantana camara 'Radiator' / Radiation Lantana	5 gal	23
	Lantana montevidensis / Purple Trailing Lantana	5 gal	5
	Leucophyllum candidum 'Thunder Cloud' / Thunder Cloud Texas Sage	5 gal	4
	Leucophyllum laevigatum / Chihuahuan Sage	5 gal	9
	Nerium oleander 'Petal Pink' / Petal Pink Oleander	5 gal	11
	Ruellia peninsularis / Desert Ruellia	5 gal	9
	Ruellia simplex 'Katie' / Katie Mexican Petunia	5 gal	19
	Senna phyllodinea / Silvery Cassia	5 gal	8

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FS25-0143 LANDSCAPE PLAN

SUDC Sec. 122-114

The proposed oil change facility satisfies the approval criteria for a Conditional Use Permit in the following ways:

- The proposed use is a permissible conditional use and satisfies the use specific standards for Vehicle service- Minor Repair,
 - ✓ Installation services limited to minor parts only (batteries, windshield wipers, lights, etc.)
 - ✓ All repair and service work performed within a completely enclosed building.
 - ✓ Openings to service bays oriented away from public right-of-way.
 - ✓ No outdoor storage of automotive parts or equipment. No outdoor displays.
 - ✓ No dismantling, re-manufacturing or rebuilding.
 - ✓ Vehicles waiting for repair concealed via landscape screen.

SUDC Sec. 122-114

- The location and character of the use is in harmony with the surrounding area, will not impair the integrity or character of the community, nor be detrimental to the public health, safety or general welfare of the city;
- The proposed use conforms to the goals and policies of the General Plan and the Asante PAD;
- The proposed use conforms with the City's development standards and other applicable regulations;
- The proposed use has adequate ingress and egress to the property and proposed structures, pedestrian and vehicular circulation, utilities, access roads, and drainage sanitation; and
- The proposed use will not contribute toward an overburdening of municipal services.

CITIZEN PARTICIPATION

Neighborhood Outreach Meeting:

- Date: June 24, 2025 at 6 p.m.
- Location: Asante Preparatory Academy Cafeteria
23251 N 166th Drive
- Attendance: 3
- General questions regarding air pollution, queueing, parking, and light pollution.

RECOMMENDATION

Staff Recommendation:

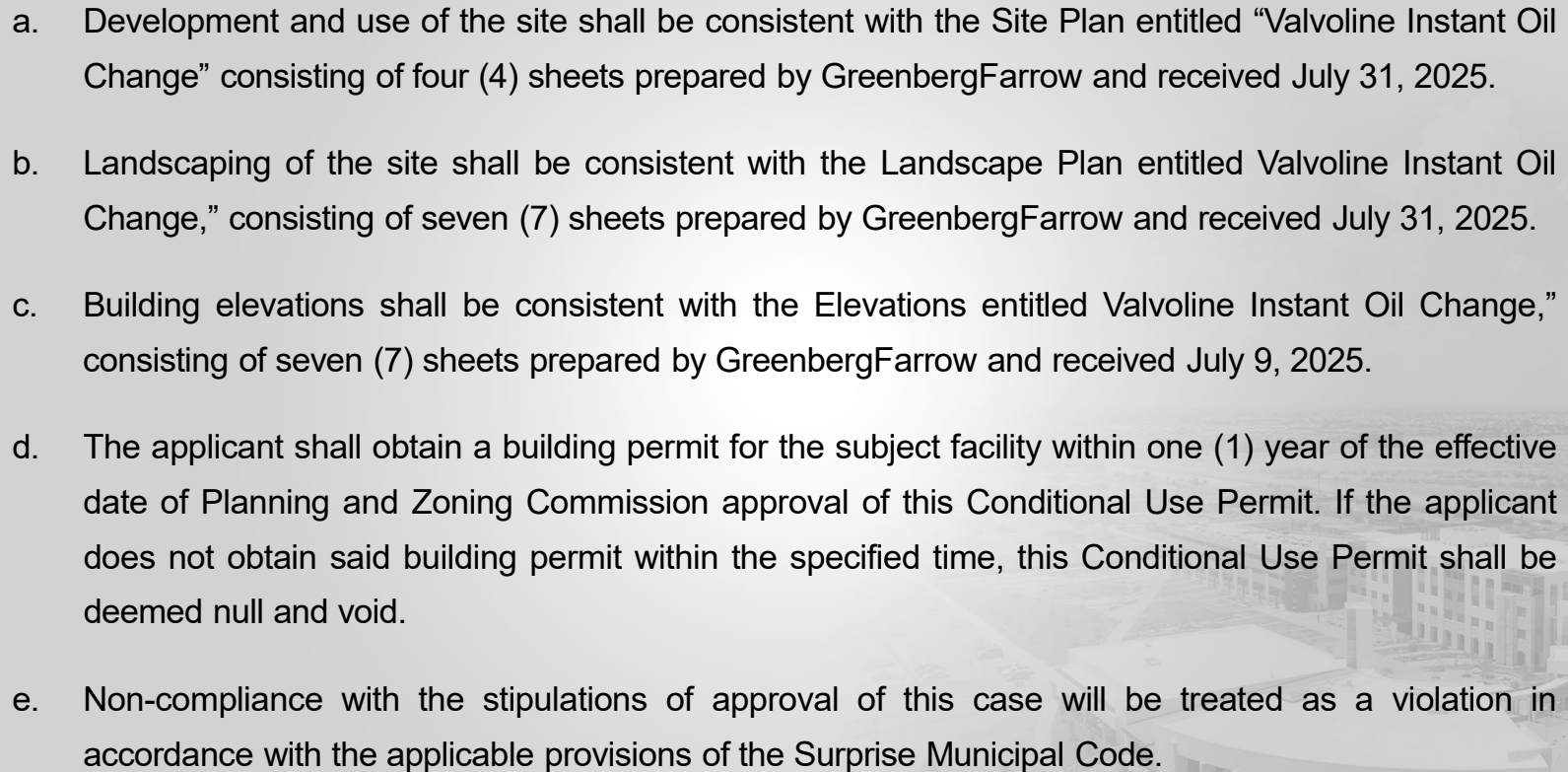
Planning & Zoning Commission Approve, subject to stipulations 'a' – 'e'



SURPRISE
ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You

- 
- a. Development and use of the site shall be consistent with the Site Plan entitled “Valvoline Instant Oil Change” consisting of four (4) sheets prepared by GreenbergFarrow and received July 31, 2025.
 - b. Landscaping of the site shall be consistent with the Landscape Plan entitled Valvoline Instant Oil Change,” consisting of seven (7) sheets prepared by GreenbergFarrow and received July 31, 2025.
 - c. Building elevations shall be consistent with the Elevations entitled Valvoline Instant Oil Change,” consisting of seven (7) sheets prepared by GreenbergFarrow and received July 9, 2025.
 - d. The applicant shall obtain a building permit for the subject facility within one (1) year of the effective date of Planning and Zoning Commission approval of this Conditional Use Permit. If the applicant does not obtain said building permit within the specified time, this Conditional Use Permit 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.



**CITY OF SURPRISE
Planning & Zoning Commission**

Council Meeting Date: September 18, 2025 Contact Person:
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 related to home occupations. Case # FS25-0655.

Motion:

I move to a recommend approval of the Zoning Text Amendment for home occupations, Case # FS25-0655.

I move to recommend denial of the Zoning Text Amendment for home occupations, Case # FS25-0655 because insert reason.

Background:

In July of 2024, Surprise residents passed the 2040 General Plan. The 2040 General Plan allows the implementation of a Desert Rural Zoning designation, aimed at recognizing and preserving the character and quality of the city’s traditional rural lifestyle. In meeting with residents in preparation for implementing the Desert Rural Zoning designation, staff have been reviewing several sections of the city’s existing Municipal Code, including the home occupation sections. Through this review, it was determined that the existing home occupation section of the code, Section 106-10.23, contained scrivener’s errors and references that would benefit from being cleaned up before additional language is added to this section to address how home occupations will function in Desert Rural zones in the future.

Objective Analysis:

Policy Compliant:

Financial Impact:

The budget impact associated with the adoption of this ordinance will be the cost to convert the ordinance 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:

This item does not have an impact on current staffing levels.

ATTACHMENTS:

1. 00-FS25-0655 Home Occupation - PZ Staff Report
 2. 01-FS25-0655 Leg Edit
 3. 02- FS25-0655 Citizen Participation Report_Redacted
 4. FS25-0655 Home Occ ZTA Presentation
-

ZONING TEXT AMENDMENT

REPORT TO THE PLANNING AND ZONING COMMISSION

1 **Case:** **FS25-0655**
2
3 **Project Name:** Zoning Text Amendment for Home Occupations
4
5 **Council District:** Citywide
6
7 **Meeting Date:** **September 18, 2025**
8
9 **Planner:** Tiffany Copp, Assistant Director

11
12 **Applicant:** City of Surprise
13
14 **Request:** Presentation and discussion pertaining to a proposed Zoning
15 Text Amendment (ZTA) to update the home occupation
16 section of the Surprise Municipal Code. Case FS25-0655.
17
18 **General Plan**
19 **Conformance:** The proposal is consistent with the Surprise General Plan 2040.
20
21 **Support/Opposition:** None known
22
23 **Staff Recommendation:** Staff recommends the Commission recommend **approval** of the
24 proposed Zoning Text Amendment (ZTA) related to home
25 occupations, Case FS25-0655, to the Mayor and City Council.
26

27 **BACKGROUND:**
28 In July of 2024, Surprise residents passed the 2040 General Plan. The 2040 General
29 Plan allows the implementation of a Desert Rural Zoning designation, aimed at
30 recognizing and preserving the character and quality of the city’s traditional rural lifestyle.
31 In meeting with residents in preparation for implementing the Desert Rural Zoning
32 designation, staff reviewed several sections of the city’s existing Municipal Code,
33 including the home occupation sections. Through this review, it was determined that the
34 existing home occupation section of the code, Section 106-10.23, contained scrivener’s
35 errors and references that would benefit from being cleaned up before additional
36 language is added to this section to address how home occupations will function in Desert
37 Rural zones in the future.
38

39 **ANALYSIS AND DISCUSSION:**
40 The proposed Zoning Text Amendment includes additions, deletions and modifications to
41 Article X, Chapter 106, Section 106-10.23 of the Surprise Municipal Code. Detailed
42 changes are outlined in the attached Zoning Text Amendment.
43

44 **CONFORMANCE WITH ADOPTED PLANS:**

45 The subject request is consistent with and will help implement the Surprise General Plan
46 2040.

47

48 **CITIZEN PARTICIPATION:**

49 An outreach meeting was held in the Community Room at Surprise City Hall on Wednesday
50 August 20, 2025 at 6:00PM. One email inquiry was received regarding the text amendment
51 and there was one member of the public in attendance at the outreach meeting. City staff
52 has not received any opposition.

53

54 **SUMMARY:**

55 This Zoning Text Amendment will improve clarity and the application of Section 106-10.23 of
56 the Surprise Municipal Code.

57

58 **RECOMMENDATION:**

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

61

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

64

65 *Recommended Motions:*

66

67 I move to a recommend approval of the subject Zoning Text Amendment relating to home
68 occupations, Case FS25-0655.

69

70 I move to recommend denial of the subject Zoning Text Amendment relating to home
71 occupations, Case FS25-0655 because insert reason.

72

73 **Attachments:**

74 01 ZTA Draft Legislative Edit

75 02 Citizen Participation Report – Redacted

76 PowerPoint

**FS25-0655 – Administrative Approvals ZTA
Legislative Edits**

(~~Strikethrough~~ indicates deletions; edits or additions are highlighted)

**PART II – LAND DEVELOPMENT ORDINANCE
ARTICLE II. RULES OF INTERPRETATION AND GLOSSARY OF TERMS**

Sec. 101-2.2. - Glossary of terms.

C. Definitions. The following additional words and phrases shall, for the purpose of this ordinance, have the following meanings:

Personal services. *Businesses* offering non-medical services directly to the customer that may include customary and incidental retail sales, including but not limited to barber shops, beauty shops, nail salons, and tailors.

**PART II – LAND DEVELOPMENT ORDINANCE
ARTICLE X. USE SPECIFIC STANDARDS**

Sec. 106-10.23. - Home occupation.

A. A home occupation shall be considered a permitted accessory use in all residential zoning districts provided ~~that they are~~ **it is** operated and maintained to not interfere with the peace, quiet, and dignity of the property owners or neighbors, **and** if it complies with the following standards and requirements:

1. The use of the dwelling as a home occupation location must be clearly incidental and subordinate to its use for residential purposes. A valid city business license shall be required for all home occupations.
2. All home occupation activities shall occur entirely within the residential dwelling, garage, or accessory building unless the community development director or designee determines that the business activity conducted outside the dwelling is similar to noncommercial activities normally associated with single-family residences. Exceptions to this provision shall be made for swimming lessons or in-home day care.
3. The use shall occupy no more than fifty (50) percent of the gross floor area of the residence or four hundred (400) square feet of a garage or accessory structure.
4. Employees shall be limited to persons residing in the dwelling unit, immediate family members, or up to two (2) individuals who are not residents of the dwelling unit or immediate family members.
5. A home occupation that is authorized to receive patrons, students or any business-related individuals at the home occupation location may only do so between the hours of 8:00 a.m. and 8:00 p.m., unless further regulated by a conditional use permit.
6. There shall be no exterior displays, no outdoor storage visible from the street of equipment or goods, including equipment, materials, vehicles, trailers, or open lot storage.
7. The home occupation shall not produce offensive noise, vibration, smoke, electrical interference or fluctuation in off-site line voltages, dust, odors, heat or

FS25-0655 – Administrative Approvals ZTA Legislative Edits

(~~Strikethrough~~ indicates deletions; edits or additions are highlighted)

- other nuisances discernable beyond the property lines or beyond the common walls if the home occupation is conducted within a multiple-family unit.
8. The home occupation shall not require structural alterations to the principal residence that would change the outside appearance of the principle residence or change the character of the property from that of a residential use.
 9. The home occupation shall not involve the use of electrical or mechanical equipment that would change the fire rating of the structure or include storage of flammable, combustible, or explosive materials. The home occupation shall not use or create any hazardous waste.
 10. The home occupation shall not require the installation of equipment or machinery creating utility demand, noise, fumes or other impacts in excess of equipment or machinery that is customarily found in a residential area.
 11. On-site advertising for the home occupation is prohibited, except a class I temporary sign as defined in Chapter 109 of this ordinance may be displayed during business hours within the property of the residence. Window areas must not purposely, intentionally or unintentionally be used as display areas or to offer merchandise for sale.
 12. No pedestrian or vehicular traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential area.
 13. No home occupation will be permitted which requires: ~~receipt or delivery of merchandise, goods or equipment by a large semi-tractor/trailer truck nor substantial retailing or wholesaling of stocks, supplies, or products conducted on the premises.~~
 - i. receipt of merchandise, goods, or equipment, by a semi-tractor/trailer truck;
 - ii. delivery of merchandise, goods, or equipment, by a semi-tractor/trailer truck;
 - iii. retailing conducted on the premises;
 - iv. wholesaling of stocks, supplies, or products conducted on the premises.
 14. No home occupation shall cause an increase in the use of any utilities (water, sewer, garbage, or electric) so that the combined total use for dwelling and home occupation purposes exceeds the average for residences in the neighborhood.
 15. The home occupation shall not be conducted in such a manner or advertised in such a way as to attract consumer traffic or other ~~nonresidential~~ non-residential traffic. Advertisements that are displayed in any media, including telephone directories, may not give the street address of the home occupation location.
 16. All vehicles of patrons or students of the home occupation must be parked in authorized parking locations either on the lot where the home occupation is located or in the public parking adjacent to the home occupation location.
- C. The following *uses* have a pronounced tendency, once started, to rapidly increase beyond the limits permitted for home occupations and thereby impair the *use* and value of a residentially zoned area for residential purposes. Therefore, the

**FS25-0655 – Administrative Approvals ZTA
Legislative Edits**

(~~Strikethrough~~ indicates deletions; edits or additions are highlighted)

following *uses* shall not be permitted as home occupations: (this list is not all inclusive)

1. *Animal clinics, veterinary offices, and kennels or boarding facilities.*
2. Dance **instruction**, ~~or~~ gymnastic instruction, and photo studios.
3. Medical, dental, physical therapy, or psychotherapy *offices*, ambulance services, and mortuary.
4. Motor vehicle repair or paint shops, storage, restoration or conversion, engine repair or similar *uses*; except on a vehicle personally owned by the resident.
5. Repair shops, machine shop, furniture refinishing and upholstery.
6. *Restaurants.*
7. Private *schools* with organized classes.
8. *Stables or kennels* for commercial purposes.
9. ~~Beauty shops and barber shops.~~ **Personal Services.**
10. *Contractor yards.*
11. *Banks*, credit unions or payday lending.

Citizen Participation Report

Zoning Text Amendment Home Occupation

FS25-0655 – August 20, 2025

PROJECT DESCRIPTION

The city has initiated this Zoning Text Amendment (ZTA) to the Surprise Municipal Codes and Land Development Ordinances (LDO), amending the home occupation requirements. 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.

ADVERTISING

The meeting was advertised in the Phoenix Independent (formerly the Daily Independent) on Friday, August 01, 2025 and the Surprise Independent on Wednesday, August 06, 2025, and published on the City website.

MEETING DESCRIPTION & ATTENDANCE

The meeting was held at Surprise City Hall in the Community Room on August 20, 2025 at 6 p.m. Staff received one (1) email inquiry regarding the text amendment, and there was one (1) member of the public in attendance at the meeting.

FEEDBACK

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

From: [Kimberly Virostek](#)
To: [Tiffany Copp](#)
Cc: [Trever Fleetham](#); [Jani Wertin](#); [Christina Sexton](#); [Rural Residents Surprise](#); [Michele Staples](#)
Subject: Re: Home Occupation FS25-0655
Date: Monday, August 11, 2025 5:31:27 PM
Attachments: [Draft Leq Edit Home Occ Updates.pdf](#)

*****The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.*****

Thank you

-Kimberly

On Aug 11, 2025, at 5:21 PM, Tiffany Copp <tiffany.copp@surpriseaz.gov> wrote:

Hi Kimberly,

The Neighborhood Meeting on 8/20 is to do some clean up in our current code as it relates to home occupations. We've found some inconsistent use of language, etc. A draft of the proposed edits is attached. Nothing herein relates to the changes Jani is continuing to work on related to Desert Rural. If you have any questions, please don't hesitate to reach out.

Thank you,

Tiffany Copp
Assistant Director, Community Development
Tiffany.Copp@surpriseaz.gov | 623-222-3020

This e-mail and any accompanying files transmitted are intended solely for the use of the individual or entity to whom they are addressed; if you have received this e-mail in error please delete it and notify the sender. In addition, under Arizona law, e-mail communications and e-mail addresses may be public records.
0.1



Neighborhood Meeting Sign-In Sheet

FS25-0655 - 8/20/2025 @ 6:PM

	Name	Address	Contact Information
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: 8/1/2025
 Surprise Independent: 8/6/2025

Charlene Bisson

CHARLENE BISSON
President/CEO

Sworn to and subscribed before me this
 8/7/2025

TERRI RODGERS



TERRI RODGERS
Notary Public

Name	CITY OF SURPRISE - Community Development
Order Number	27570
Ordered By	Trever Fleetham
Order Date	7/30/2025
Description	FS25-0655
Number Issues	2
Pub Count	2
Order Cost	\$187.34
First Issue	8/1/2025
Last Issue	8/6/2025
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 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.

Applicant: City of Surprise
 City of Surprise Planner: Trever Fleetham; (623) 222-3156, trever.fleetham@surpriseaz.gov

NEIGHBORHOOD MEETING DETAILS

DATE: **Wednesday, August 20, 2025**
 TIME: 6:00 PM
 LOCATION: City of Surprise
 Community Room
 16000 N. Civic Center Plaza
 Surprise, AZ 85374

MEETING LOCATION

PROJECT DESCRIPTION:

A Zoning Text Amendment (ZTA) to the Surprise Land Development Ordinances (LDO) to provide clarification for home occupations. Surprise Case # FS25-0655.

Publish: Phoenix Independent, August 1,
 Surprise Independent, August 6,
 2025/27570_1

ZONING TEXT AMENDMENT – HOME OCCUPATION FS25-0655

**Planning & Zoning Commission
September 18, 2025**



SURPRISE
ARIZONA

Background

- Staff have been reviewing the home occupation sections of the City Code and will, in the near future, propose changes as it relates to the implementation of the Desert Rural Overlay
- Through this review, staff has identified sections of the existing code that would benefit from being cleaned up now.



SURPRISE

ARIZONA

Summary of Changes

The proposed text amendment serves to correct scrivener's errors, references, and other minor cleanup items that will improve clarity and consistency.

The proposed changes affect the following sections of the City Code:

- Section 106-10.23(A)
- Section 106-10.23(A)(13) & (15)
- Section 106-10.23(C)(2) & (9)



Neighborhood Outreach

August 20, 2025 at 6:00 PM

Surprise City Hall – Community Room

Public Attendance: 1

Public Inquiry via email: 1

No opposition



Text Amendment Timeline



Questions or Comments?

THANK YOU



SURPRISE

ARIZONA