

**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 163<sup>rd</sup> 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.

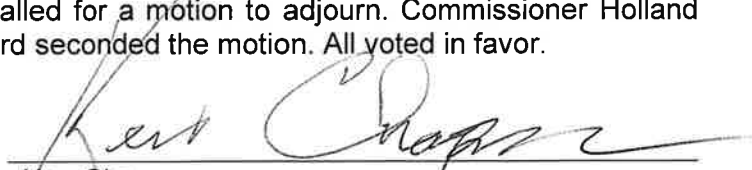
**OTHER BUSINESS AND FUTURE AGENDA ITEMS:**

- 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.

  
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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:   
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