CITY OF SURPRISE
Planning & Zoning Commission
16000 N. Civic Center Plaza
Surprise, AZ 85374
Thursday, October 2, 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 18, 2025 Planning and Zoning Commission Meeting Minutes.	Community Development

REGULAR AGENDA ITEM - PUBLIC HEARING:

2.	District 3	Consideration and action regarding a Conditional Use Permit (CUP) with Site Plan for a credit union with a drive-through facility zoned Sycamore Farms Planned Area Development (PAD), located near the southwest corner of Cactus Road and Sarival Avenue. Case# FS24-1468.	Chris Sexton Community Development
3.	Citywide	Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to recent legislative updates regarding administrative approvals. Case # FS25-0479.	Community Development
4.	Citywide	Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to recent legislative updates regarding noise and construction start times. Case # FS25-0482.	Community Development
5.	Citywide	Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to recent legislative updates regarding middle housing. Case # FS25-0481.	Community Development

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

6.	Citywide	Presentation and Discussion of the 2024 International Building and Fire Codes Adoption Process.	Mindy Davis Community Development

G. Other Business and Future Agenda Items

H. Executive Session

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

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

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

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

I. Adjournment

KRISTI PASSARELLI, CITY CLERK

POSTED: Wednesday, September 25th, 2025 @ 4:30 PM

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

CITY OF SURPRISE
Planning & Zoning Commission

Council Meeting Date: October 2, 2025 Contact Person:
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 18, 2025 Planning and Zoning Commission Meeting Minutes.

Motion:
I move to approve/disapprove the September 18, 2025 Planning and Zoning Commission Regular Meeting Minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:
FTE Impact:

ATTACHMENTS:
1. 9-18-2025 MINS - DRAFT

CITY OF SURPRISE
PLANNING AND ZONING COMMISSION

MEETING MINUTES

September 18, 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 18, 2025.

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

STAFF PRESENT:
Bianca Cortez, Assistant City Attorney; Lloyd Abrams, Director of Community Development; Tiffany Copp, Assistant Director; Mindy Davis, Assistant Director; Trever Fleetham, Planning Manager; Renee Puig-Hink, Administrative Specialist, Sr.

COUNCIL MEMBERS PRESENT:
- None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT
- None

D. STAFF REPORT
- None

CONSENT AGENDA:

Item 1 – Consideration and action to approve or disapprove the September 4, 2025, Planning and Zoning Commission Regular Meeting Minutes.

Commissioner Leonard made a motion to approve the September 4, 2025, Planning and Zoning Commission Regular Meeting Minutes as presented. Commissioner Holland seconded the motion. Motion passed with 4 votes in favor. Commissioner Spata and Commissioner Bash abstained.

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 2 – 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.

Trever Fleetham, Planning Manager, 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:

- Accommodation for vehicles with trailers
- Procedures for customers during service

Commissioner Leonard moved 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. Commissioner Holland seconded the motion. Motion passed with 6 votes in favor.

Item 3 – Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to home occupations. Case # FS25-0655.

Tiffany Copp, Assistant Director, and Mindy Davis, Assistant Director presented item 3 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 Leonard moved to a recommended approval of the Zoning Text Amendment for home occupations, Case # FS25-0655. Commissioner Perry seconded the motion. Motion passed with 6 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 Holland seconded the motion. All voted in favor.

Meeting adjourned at 6:17 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: October 2, 2025 Contact Person: Chris Sexton
Submitting Department: Community Development District: District 3
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 a credit union with a drive-through facility zoned Sycamore Farms Planned Area Development (PAD), located near the southwest corner of Cactus Road and Sarival Avenue. Case# FS24-1468.

Motion:
I move to **approve** the Conditional Use Permit with Site Plan for a drive-through facility known as OneAZ Credit Union, Case# FS24-1468, subject to stipulations 'a' through 'e' as outlined in the staff report.

I move to **deny** the Conditional Use Permit with Site Plan for a drive-through facility known as OneAZ Credit Union, Case# FS24-1468, because [*insert reason*].

Background:
The subject request involves a Conditional Use Permit (CUP) with Site Plan for a new 2,990 square foot credit union with a dual drive-through. The vacant 0.59-acre pad is zoned Sycamore Farms PAD and located near the southwest corner of Cactus Road and Sarival Avenue.

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-FS24-1468 OneAZ Credit Union - CUP with Site Plan-Staff report
2. 01-FS24-1468 OneAZ Credit Union CUP with Site Plan-Vicinity Map
3. 02-FS24-1468 OneAZ Credit Union CUP with Site Plan-Zoning Map
4. 03-FS24-1468 OneAZ Credit Union CUP with Site Plan-Site Plan
5. 04-FS24-1468 OneAZ Credit Union CUP with Site Plan-Landscape Plan
6. 05-FS24-1468 OneAZ Credit Union CUP with Site Plan-Elevations
7. 06-FS24-1468 OneAZ Credit Union CUP with Site Plan-Citizen Participation Report
8. 07-FS24-1468 OneAZ Credit Union CUP with Site Plan-Affidavit of Posting
9. FS24-1468 OneAZ Credit Union CUP with Site Plan

SURPRISE
ARIZONA

CONDITIONAL USE PERMIT

REPORT TO THE PLANNING AND ZONING COMMISSION

Case:	FS24-1468
Project Name:	OneAZ Credit Union
Council District:	3 - Mesquite
Meeting Date:	**October 2, 2025**
Planner:	Chris Sexton, Senior Planner

Owner:	Barclay Holdings CXIX, LLC
Applicant:	Amy Malloy with Evolve Ventures
Request:	Conditional Use Permit (CUP) with Site Plan for a 2,990 square foot drive-through credit union
Site Location:	Generally located at the southwest corner of Cactus Road and Sarival Avenue
Site Size:	0.59 ac pad (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 CUP with Site Plan, staff recommends the Commission **approve** the subject CUP with Site Plan, case FS24-1468, subject to stipulations 'a' through 'e'.

FINDINGS:

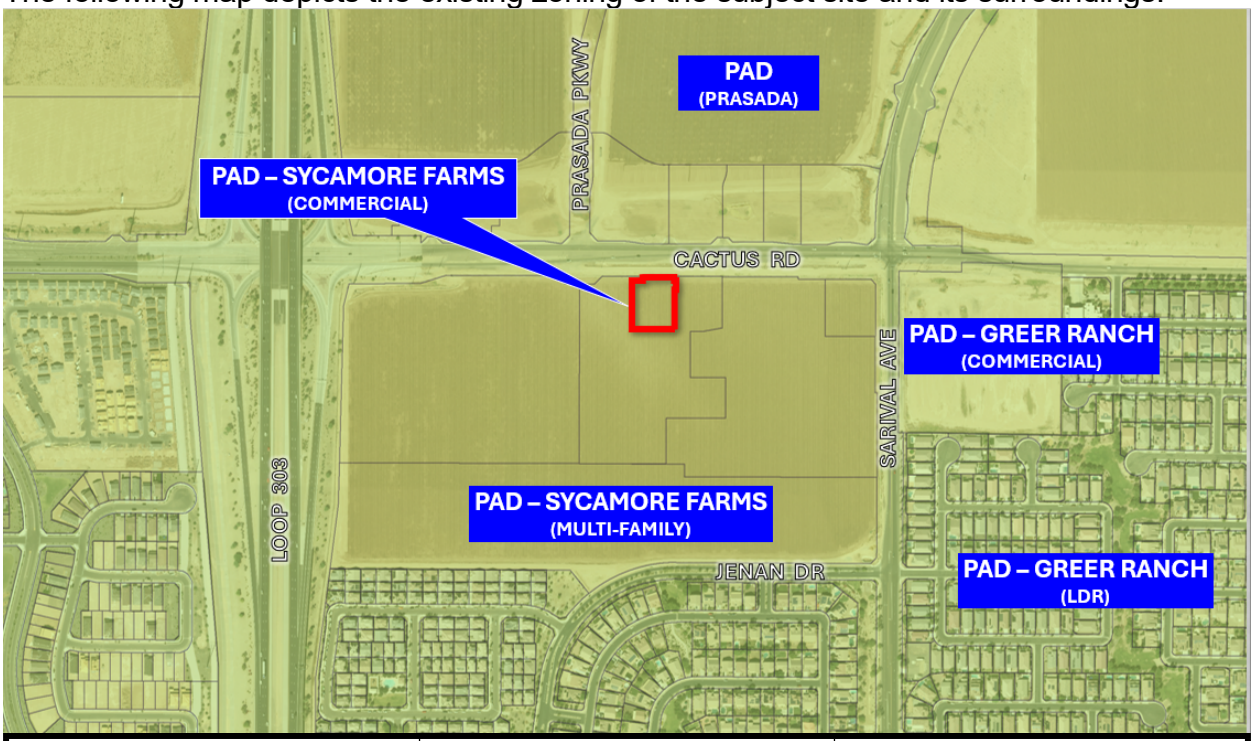
- The proposed CUP with Site Plan is consistent with the Surprise General Plan 2040**.**
- The proposed CUP with Site Plan is consistent with the Sycamore Farms Planned Area Development (PAD).
- The proposed CUP with Site Plan is consistent with the applicable City of Surprise regulations.
- The reviewing agencies have indicated no objections to the request.

PROJECT DESCRIPTION:

The subject request involves a Conditional Use Permit (CUP) with Site Plan for a new 2,990-square foot credit union with a dual drive-through. The vacant 0.59-acre pad is zoned Sycamore Farms PAD and is located near the southwest corner of Cactus Road and Sarival Avenue.

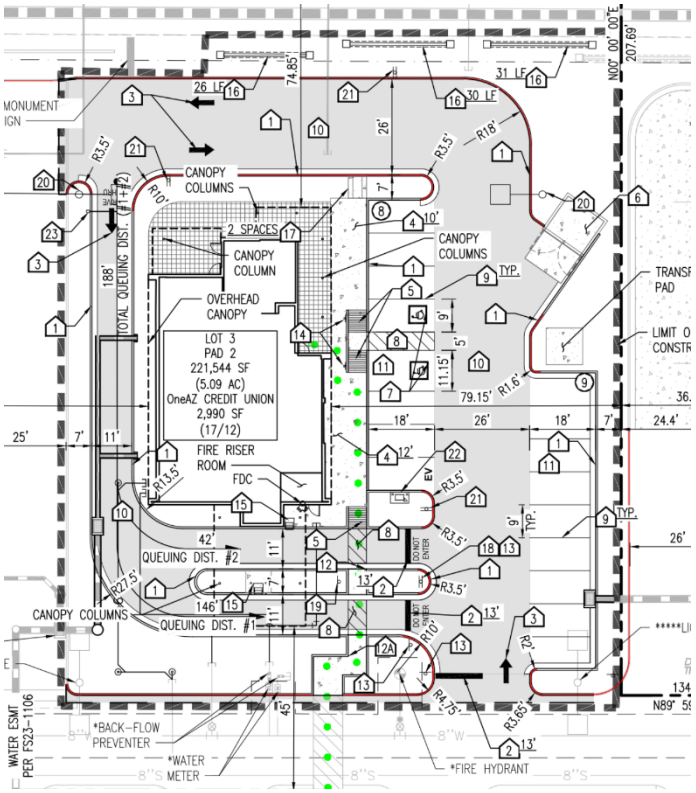
EXISTING ZONING:

The following map depicts the existing zoning of the subject site and its surroundings.

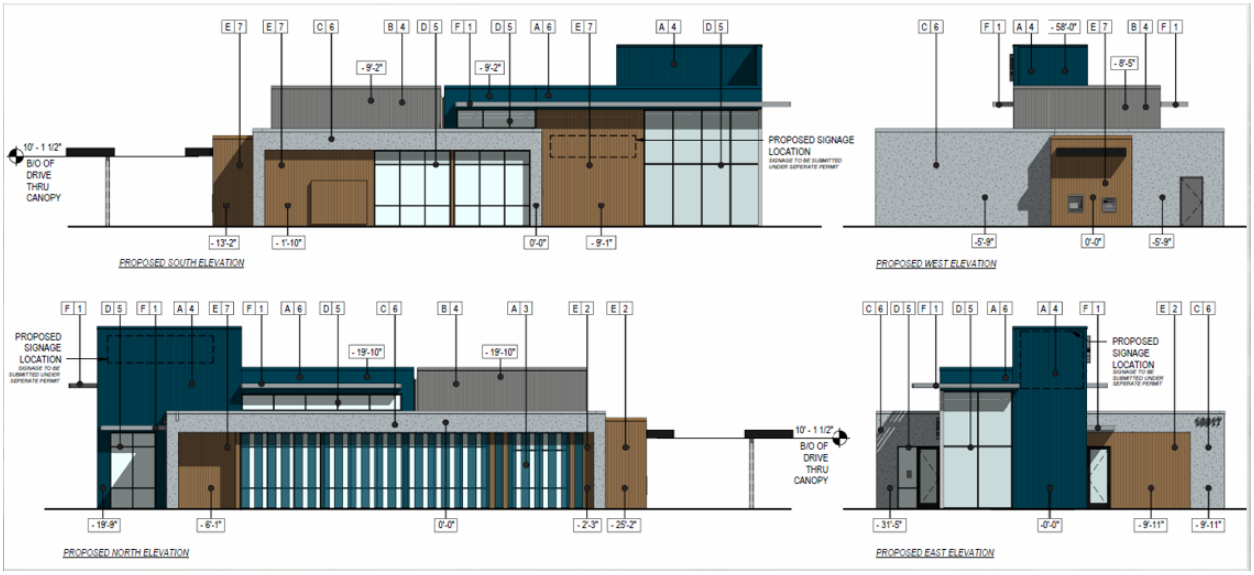


Prasada PAD (Mixed Use)	Prasada PAD (Mixed Use)	Prasada PAD (Mixed Use)
Sycamore Farms PAD (Commercial)	**Sycamore Farms PAD (Commercial)**	Greer Ranch PAD (Commercial)
Sycamore Farms PAD (Commercial)	Sycamore Farms PAD (Commercial)	Greer Ranch PAD (Multi-Family)

The credit union with dual drive-through lanes will provide queuing and stacking room for 8 vehicles for both drive-through lanes. The drive-through facility meets the use standards pursuant to Section 106-10.17 of the Land Development Ordinance (LDO) and the Sycamore Farms PAD for Drive-Through Facility/Window, which is explained in greater detail in the Evaluative Criteria section of this report.



Access to the overall commercial site will be via four (4) total driveways that are ¾ access. Two driveways will be on Cactus Road and two driveways will be on Sarival Avenue. Additionally, there are two internal drive aisles to access the pad located at the southeast corner and the northwest corner.



The proposed architecture for the drive-through will utilize materials such as composite wood, aluminum and glass with metal panel accents. The north facade on the incorporates smooth and corrugated metal panels and metal canopies. The building is proposed to be painted with neutral colors that are complimentary to the commercial center.



The landscaping proposed with this request matches what was approved under the Cactus Commercial Center, under case FS22-1201 that included Fry's shopping center, fuel center, pharmacy drive-through and an in-line tenant shop plus the perimeter of the commercial center. The landscaping is designed to complement the proposed landscaping of the surrounding area with low water use trees, shrubs, and groundcover and complies with the Sycamore Farms PAD and City of Surprise regulations.

BACKGROUND:

July 22, 2004: The Mayor and City Council approved Ordinance #04-21, annexing the subject property into the City of Surprise.

July 22, 2004: The Mayor and City Council approved Ordinance #04-22 for the Sycamore Farms PAD (PAD03-153).

February 21, 2017: The Mayor and City Council approved Ordinance #2017-05 for an amendment to the Sycamore Farms PAD for a land use revision, case number FS16-231.

March 5, 2019: The Mayor and City Council approved Ordinance #2019-04 for an amendment to the Sycamore Farms PAD for a land use revision, case number FS18-554.

December 17, 2020: A Minor Amendment to the Sycamore Farms PAD was administratively approved regarding theme walls, under case FS20-663.

September 7, 2021: A Minor Amendment to the Sycamore Farms PAD was administratively approved for clarifications to the PAD document, under case FS21-487.

June 6, 2023: The Mayor and City Council approved Ordinance #2023-11 for an amendment to the Sycamore Farms PAD for revisions to land use, development standards and the dwelling unit counts.

September 18, 2023: A Minor PAD Amendment, specific to PAD 11A in the Sycamore Farms PAD, was approved administratively to remove a use standard for drive-through window/facilities, case number FS23-0487.

December 5, 2023: The City Council approved a Final Plat for the Cactus Commercial project to adjust the property lines into three separate parcels, case number FS23-0333.

December 7, 2023: The Planning and Zoning Commission approved the Fry's pharmacy drive-through, fuel center and in-line multi-tenant building, the anchor tenant, case number FS22-1201.

September 19, 2024: The applicant met with staff to discuss the subject proposal during a regularly scheduled Concept Review Meeting under case CR24-1223.

August 6, 2024: The City Council approved the Cactus Commercial Comprehensive Sign Program for the Cactus Commercial shopping center, case FS24-0001.

November 7, 2024: The applicant submitted the CUP with Site Plan application for the subject case.

February 25, 2025: The applicant held a neighborhood meeting for the subject case.

September 8, 2025: A Minor PAD Amendment, specific to PAD 11A and to this pad in the Sycamore Farms PAD, was approved administratively to remove a use standard for drive-through window/facilities, case number FS25-0618.

Citizen Participation Meeting:

The applicant held a Citizen Participation Meeting for the subject project at the Hilton Garden Inn located at 16601 N Stadium Way on February 25, 2025. There were two (2) attendees present. The questions/concerns were regarding the traffic impacts, drive-through queuing, operation hours, and noise and neighborhood compatibility. The outreach meeting was advertised in accordance with state and local requirements. The outreach summary is included as an attachment to this report.

ANALYSIS AND DISCUSSION:

Evaluative Criteria

The granting of a Conditional Use Permit requires compliance with the regulations and evaluative criteria as specified in the applicable code, in this case the LDO. Sections 102-6.3 (D) and 106-10.17 of the LDO set forth the use specific standards for drive-through window facilities that fall under the LDO's jurisdiction. The requirements for a drive-through window as stated in the LDO are as follows, with commentary following each section as appropriate:

Section 102-6.3D – Conditional Use Permit

A. Location and character of the use shall not burden or conflict with the established uses of surrounding area. Commercial uses in residential zoning districts must have direct access or access through another commercial property to an arterial right-of-way;

Commentary: The proposed project is a drive-through for a credit union in a planned commercial site on Parcel 11A within the Sycamore Farms PAD. The drive-through component will operate with significantly less traffic than nearby fast food drive-throughs, ensuring no conflict with the surrounding uses. The site will have direct access from Cactus Road and Sarival Avenue.

B. The proposed use shall not impair the integrity or character of the community nor shall it be detrimental to the public health, safety or general welfare of the city;

Commentary: The proposed use will not impair the integrity or character of the community as the proposed drive-through use will be located on Parcel 11A within the Sycamore Farms PAD for a planned commercial center. Design elements such as pedestrian pathways, screening, and reduced drive-through intensity ensure the use integrates safely and harmoniously with the surrounding area. The structure will be structurally sound as designed, reviewed by the Building Department, and therefore not physically detrimental to adjacent uses.

C. The proposed use shall conform to the goals and policies of the General Plan;

Commentary: The project location is within the Neighborhood Character Area and Transit Oriented Development District (TOD) of the General Plan 2040 in a proposed commerce center located on the southwest corner of Cactus Road and Sarival Avenue and near State Route 303. The goal of the TOD is to promote a mixture of nonresidential and residential uses. This project aligns with this goal as it is a retail use and adds more variety within the TOD. In addition, the Neighborhood Character Area supports commercial developments near residential neighborhoods that utilize well connected street and trail networks to encourage pedestrian and bicycle travel between uses and minimize the need for motor vehicle trips.

D. The proposed use shall conform to the goals and policies of any specific district or plans for the area;

Commentary: The drive-through conforms and meets the goals and policies within the Sycamore Farms PAD and all other applicable Surprise Municipal Codes. The project is located within Parcel 11A in the Sycamore Farms PAD which is located within the TOD of the General Plan 2040. The goal of the PAD is to promote a mixture of non-residential

and residential land uses. This project aligns with the goal as it is a retail use and adds additional variety within this location of the TOD.

E. The proposed use shall conform to any applicable Use Specific Standards outlined in **Article 10, Chapter 106** of this Ordinance.

Commentary: The proposed use conforms to the applicable Use Standards in Article 10, more specifically Chapter 106-10.17 Drive-Through Windows/Facilities of the LDO as demonstrated in this staff report.

F. The proposed use shall conform to the development standards of the zoning district and shall take into account the following factors:
   1. Site and building design;
   2. Sensitivity to existing natural features;
   3. Volume or character of traffic;
   4. Circulation patterns;
   5. Connectivity;
   6. Parking and loading;
   7. Screening and buffering of uses
   8. Landscaping;
   9. Exterior lighting;
   10. Signage;
   11. Stormwater retention and drainage;
   12. Damage or nuisance arising from noise, smoke, odor, dust, vibration, or illumination;
   13. A demonstrated need for such use.

Commentary: The proposed use conforms to the development standards of the Sycamore Farms PAD and applicable Surprise Municipal Codes. The site and building design are proposed to match the surrounding area. Any rooftop units and associated equipment will be screened from view with parapets. Required landscaping will be provided onsite. Twelve (12) parking spaces are required and seventeen (17) parking spaces are provided. A queuing study was conducted, submitted by the developer, and reviewed by the City's Transportation Department to ensure safe and reasonable traffic conditions once the development is complete, and to ensure vehicles in the drive-through facility will not spill out in drive aisles to impede traffic circulation in the commerce center. The proposed use will not create any nuisance or damage to the site. Lighting for security purposes and signage will be provided and reviewed during separate building permit processes.

G. The proposed use shall have adequate ingress and egress to property and proposed structures, pedestrian and vehicular circulation with particular reference to emergency service access;

Commentary: The drive-through aisle will have adequate ingress and egress to the drive-through lane via driveways from Cactus Road and Sarival Avenue plus internal drive aisles. In addition, the entire commerce center will be built out will have adequate

pedestrian and vehicular circulation for emergency services access.

H. Adequate utilities, access roads, drainage sanitation; and/or

Commentary: All adequate improvements, including access roads and drainage sanitation, will be constructed by the developer for the project.

I. Necessary facilities will be provided and the use of municipal services.

Commentary: All required landscaping and improvements to the parcel for the use will be provided by the developer and the use of a drive-through facility, an ancillary use, to the credit union will not contribute to an overburdening of municipal services.

Section 106-10.17 - Land Development Ordinance

A. Drive-through facilities shall be located a minimum of twenty-five (25') from a public right-of-way and a minimum of seventy-five feet (75') from a residential district. The entry to each drive-through shall be separated by a minimum of three hundred (300) feet and should be separated by a drive aisle so as to avoiding stacking conflicts.

Commentary: The drive-through window is approximately 74.85-feet from the nearest right-of-way on Cactus Road and approximately 2,000-feet to the nearest residential district, which is directly to the east of the project, across Sarival Avenue. A minor PAD amendment to the Sycamore Farms PAD was approved administratively to modify this use standard. The project is less than 300-feet to the drive-through entrance to the west, located on Pad 1, providing 127-feet. The project will provide 558-feet from its entry point to the drive-through entrance to the east, located on Pad 3. In support of this modification, a detailed Traffic Queuing Analysis was conducted and approved by the City's Transportation staff. This analysis demonstrates that the drive-through will operate well within capacity and will not interfere with adjacent uses or site circulation.

B. Drive-through aisles shall be clearly identified with striping, landscaping, and signage and shall be designed to:
   a. Contain aisles that are a minimum eleven feet (11') wide. Any curved sections shall be a minimum of twelve feet (12') wide with a minimum radius of twenty-five feet (25') on curved section.
   b. Minimize the conflict between pedestrians, parking, and the building entrance. Pedestrian walkways should not intersect the drive-through aisles, but where they do; they shall have a minimum of fifteen feet (15') clear visibility and be emphasized with enhanced paving. Appropriate pedestrian crossing signs shall be visible from both the vehicle drive-aisle and the pedestrian walkway; and
   c. Be integrated with the on-site circulation of the larger development.

Commentary: The proposed drive aisles and curved sections meet the minimum requirements as the proposed drive aisle is eleven feet (12') with a minimum radius of twenty-five feet (25'). Pedestrian walkways are not intersecting through the drive-aisle however a stop sign will be located at the exit of the drive-through for the pedestrian walkway.

C. Each drive-through lane shall have the following minimum distances;
   a. Forty feet (40') between the entry point and the ordering facility (i.e. restaurant menu board, teller machine, or ordering window);
   b. One hundred feet (100') between pick-up/service window and ordering facility or entry point if no ordering facility is present.

Commentary: The drive-through facility is for a credit union therefore menu boards/ordering windows will not be present onsite but automated teller machines (ATMs) will be present. From the entry point of the drive-through to the ATMs is 188-feet.

D. Drive-through speakers shall not be audible from the right-of-way or adjacent residential uses. Additional landscaping, sound attenuation walls, or other mitigation measures may be required to reduce the sound level.

Commentary: The drive-throughs are for ATMs and will not utilize any speakers.

E. Drive-through facilities shall orient pick-up/teller windows away from adjacent residential uses or from facing arterial or collector street.

Commentary: The drive-through facility is oriented inward, facing a drive aisle located within the commercial center.

F. Drive-through lanes shall be screened from the right-of-way and adjacent uses through the incorporation of a landscaped berm with continuous, dense landscaping at least four feet (4') in height to effectively screen the headlights of the vehicles in line. In cases when a berm may not be feasible because of space constraints, a screen fence/wall may be used in connection with landscaping.

Commentary: The drive-through lane will be screened from the right-of-way and adjacent uses through the incorporation of a landscaped berm with continuous, dense landscaping at least four feet (4') in height.

G. Drive-through lanes shall incorporate either an attached canopy over the drive-through window or teller area of the facility or plant shade trees within the landscape screening areas at the window location. The canopy shall not exceed fourteen feet (14') in height, measured from the ground to underside of the canopy. If canopy support pillars are used, they shall be finished with the same body and accent materials as the primary building. All lighting fixtures in the canopy area shall be fully recessed.

Commentary: The canopy heights meets this request as the underside of the canopy to the ground is 10' 1 ½". In height.

H. The architecture of drive-through uses shall reflect the architecture of the principal building.

Commentary: The drive-through reflects the architecture of the principal building as the metal awning utilized for the drive-through window will be the same material and the same color throughout the building.

UTILITY AND SERVICES TABLE:

Water:	EPCOR
Wastewater:	City of Surprise
Schools:	Dysart Unified School District

CONFORMANCE WITH ADOPTED PLANS:

Surprise General Plan 2040: The Surprise General Plan 2040 shows the subject property as lying within the Neighborhood Character Area and within the Transit Oriented Development District (TOD), which supports the development of commercial uses.

The proposed project adheres to the design guidelines of the character area which allows neighborhood and community retail at strategic locations along proposed or existing arterial corridors that provide convenient access to residential areas.

The proposed development adheres to the General Plan Development Guidelines common to all Community Commercial types. The rooftop component and parking area is properly screened. The site plan exhibits adequate parking queuing and parking lot circulation.

REVIEWING AGENCIES:

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

Transportation:

At the request of the City's Transportation Department, the applicant submitted a Queuing Study with the minor PAD amendment application which was reviewed and approved by Transportation staff. A Traffic Impact Analysis (TIA) was also reviewed and approved for the overall development: Cactus Commercial Center (FS22-1201).

Summary:

The proposed CUP with Site Plan is consistent with, and meets the requirements of the Surprise General Plan 2040, Sycamore Farms PAD, and the Surprise Municipal Code.

Recommendation:

Based on the findings noted above, if the Commission wishes to approve the subject CUP with Site Plan, case FS24-1468, 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 "OneAZ Credit Union" consisting of four (4) sheets prepared by SEG and received June 19, 2025.

b. Landscaping of the site shall be consistent with the Landscape Plan entitled “OneAZ Credit Union,” consisting of one (1) sheet prepared by SEG and received May 22, 2025.
c. Building elevations shall be consistent with the Elevations entitled “OneAZ Credit Union” consisting of one (1) sheet prepared by Newground and received September 2, 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.

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

Recommended Motions:

I move to approve the CUP with Site Plan for OneAZ Credit Union, Case FS24-1468, subject to stipulations ‘a’ through ‘e’ as outlined in the staff report.

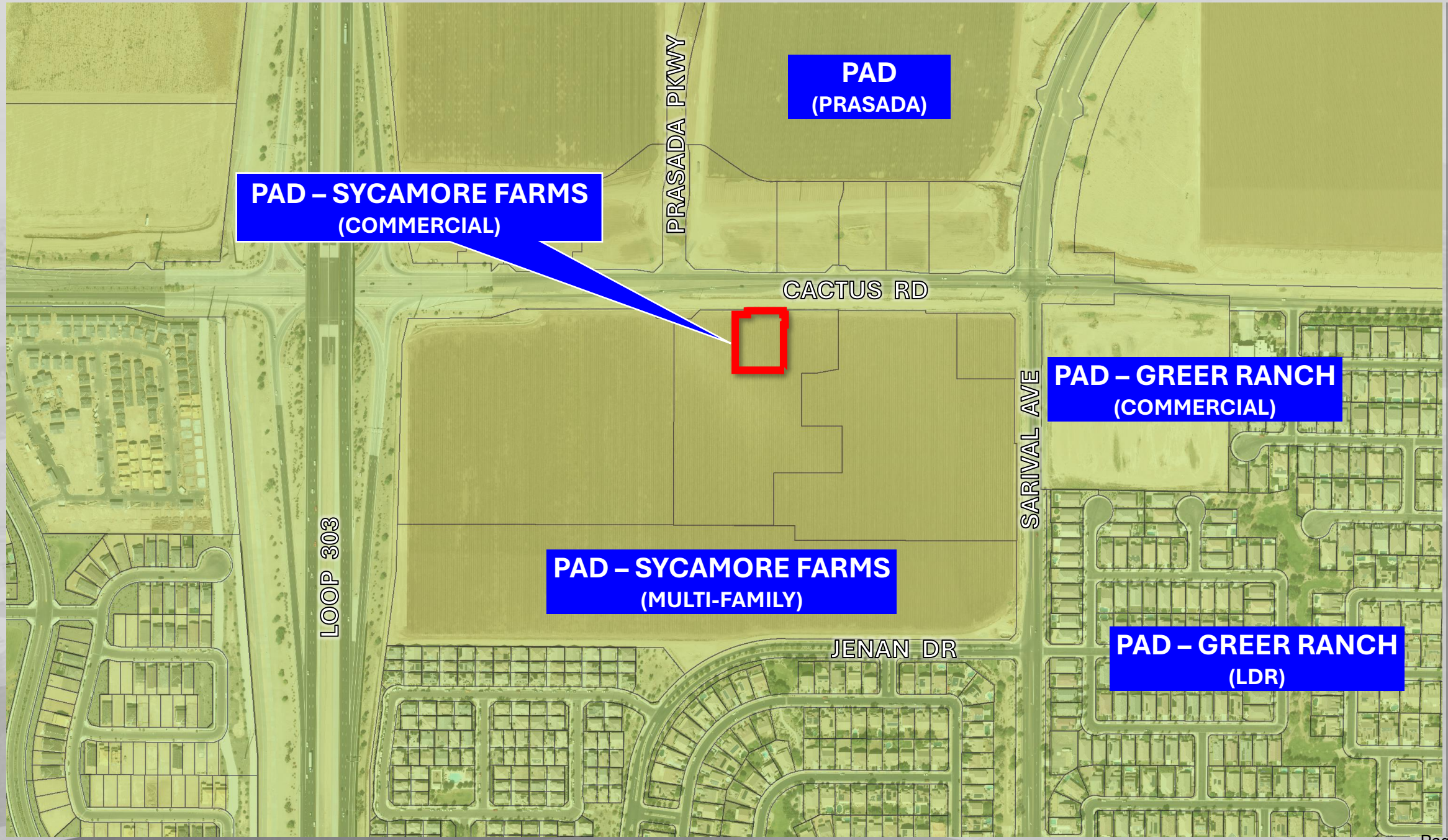
I move to deny the CUP with Site Plan for OneAZ Credit Union, Case FS24-1468, because [*insert reason]*.

Attachments:

01 Vicinity Map
02 Zoning Map
03 Site Plan
04 Landscape Plan
05 Elevations
06 Citizen Outreach Report - REDACTED
07 Affidavit of Site Posting
PPT



FS24-1468 VICINITY MAP



FS24-1468 ZONING MAP

ONEAZ CREDIT UNION

IMPROVEMENT PLANS

SITE PLAN COVER SHEET

16617 W CACTUS RD, SURPRISE, AZ 85388

A PORTION OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 3 NORTH, RANGE 2 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, MARICOPA COUNTY, ARIZONA

INDEX OF DRAWINGS

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●	3	C2.20	SITE PLAN DETAILS	06/19/2025	
●	4	C2.21	SITE PLAN DETAILS	06/19/2025	

● FILLED CIRCLE INDICATES PLAN IS INCLUDED WITH THIS SUBMITTAL

PROJECT TEAM

PROJECT LOCATION:
16617 W CACTUS RD, SURPRISE, AZ 85388

PROJECT DESCRIPTION:
THE PROJECT IS A PROPOSED BANKING BUILDING.

SITE DATA:

ASSESSOR PARCEL NUMBER:	501-09-844F (A PORTION OF)	
ZONING:	PAD03-153 (SYCAMORE FARMS) C-2	
NET AREA:	221,543	SF (5.09 AC).
GROSS AREA:	253,032	SF (5.81 AC).
DISTURBED AREA:	27,436	SF (0.63 AC).

BASIS OF BEARING:
THE BASIS OF BEARING AND ALL MONUMENTATION SHOWN HEREON IS BASED ON THE EAST LINE OF THE NORTHEAST QUARTER OF SECTION 24, T3N, R2W USING A BEARING OF SOUTH 00 DEGREES 19 MINUTES 18 SECONDS WEST. AS SHOWN ON RECORD OF SURVEY, RECORDED IN BOOK 1063, PAGE 03, MARICOPA COUNTY RECORDS.

BENCHMARK:
CITY OF SURPRISE BENCHMARK: FIRE-307

2 1/2 INCH ALUMINUM CAP, CAST: CITY OF SURPRISE GEODETIC SURVEY LS 39593 W/ CITY LOGO. DATUM PT IS THE CEN SUN IN THE LOGO. STATION IS LOCATED ADJACENT TO SOUTH DRIVEWAY ENTRANCE TO SURPRISE FIRE STATION #7.
STAMPING: "FIRE 307"-"2009.227"

ELEVATION: 1189.18' NAVD 88

LEGAL PARCEL DESCRIPTION:
A PORTION OF LOT 3 OF THE REPLAT OF SYCAMORE FARMS TOWNE CENTER COMMERCIAL ACCORDING TO THE PLAT OF RECORD IN THE OFFICIAL RECORDS OF MARICOPA COUNTY RECORDER OF MARICOPA COUNTY, ARIZONA, RECORDED IN BOOK 1826 OF MAPS, PAGE 32.

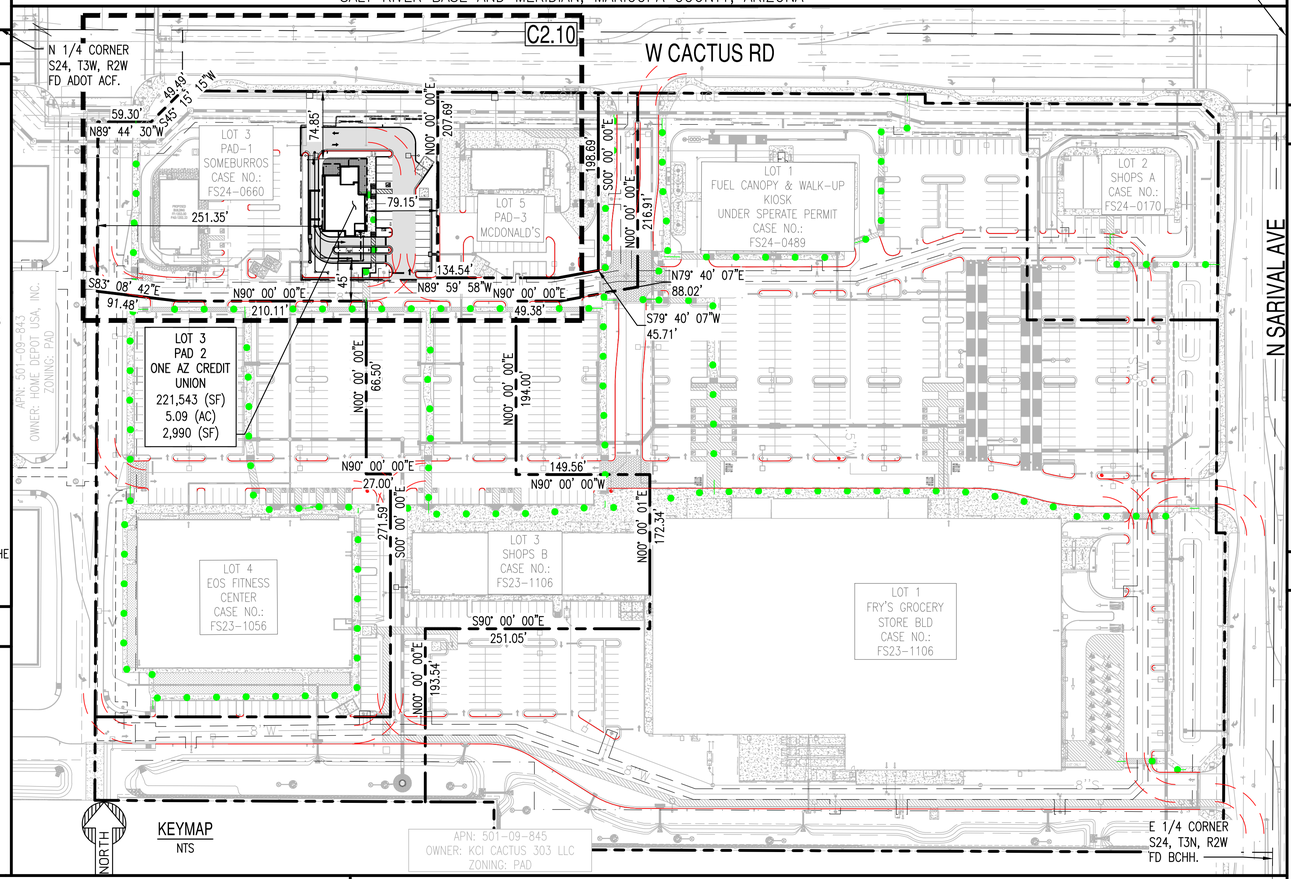
PROJECT TEAM

OWNER LOT 3
BARCLAY HOLDINGS CXIX LLC
2415 E CAMELBACK RD, UNIT 900
PHOENIX, AZ 85016
PHONE: 602-224-4151
ATTN.: COLBY FINCHAM
EMAIL: CFINCHAM@BARCLAYGROUP.COM

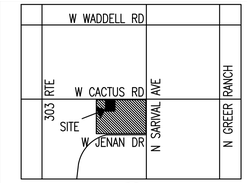
CIVIL ENGINEER/LANDSCAPE
SUSTAINABILITY ENGINEERING GROUP
5240 N. 16TH STREET, SUITE 105
PHOENIX, ARIZONA 85016
PHONE: 480-588-7226
ATTN.: ALI FAKIH
EMAIL: ALI@AZSEG.COM

DEVELOPER
ONEAZ CREDIT UNION
2355 W PINNACLE PEAK RD,
PHOENIX, AZ 85027
PHONE: 844-663-2928

ARCHITECT
NEWGROUND
125 S CLARK ST, SUITE 700
CHICAGO, IL 60603
PHONE: 314-580-2522
ATTN.: RICHARD AVERY
EMAIL: RAVERY@NEWGROUND.COM



VICINITY MAP



VICINITY MAP
S24 T3N R2W
N.T.S.

NO.	DESCRIPTION:	REVBY:	CHKBY:	DATE:
	REVISIONS BY THE CITY OF SURPRISE			

LEGEND

PROPOSED LEGEND:

- VERTICAL CURB
- CURB & GUTTER
- ACCESSIBLE PATH
- FIRE LANE RED PAINTED CURB
- LIGHT DUTY ASPHALT PAVEMENT
- HEAVY DUTY ASPHALT PAVEMENT
- CONCRETE
- SIGN
- LIGHT POLE
- CANOPY
- LIMIT OF CONSTRUCTION



FIRE TURNING TEMPLATE
(NTS)

DEVELOPMENT TABLE

DEVELOPMENT SUMMARY TABLE:
PROJECT ADDRESS:
16617 W CACTUS ROAD, SURPRISE, ARIZONA 85388
LEGAL DESCRIPTION:
A PORTION OF LOT 3 OF THE REPLAT OF SYCAMORE FARMS TOWNE CENTER COMMERCIAL ACCORDING TO THE PLAT OF RECORD IN THE OFFICIAL RECORDS OF MARICOPA COUNTY RECORDER OF MARICOPA COUNTY, ARIZONA, RECORDED IN BOOK 1826 OF MAPS, PAGE 32
PROJECT DESCRIPTION:
THE PROJECT IS A COMMERCIAL DEVELOPMENT FOR ONE AZ CREDIT UNION.
DEVELOPMENT INFORMATION:

APN:	501-09-844F (A PORTION OF)			
EXISTING ZONING:	PAD03-153 (Sycamore Farms) C-2			
CONSTRUCTION TYPE:	VA			
OCCUPANCY TYPE:	B			
LOT COVERAGE:				
MAX BUILDING COVERAGE	30%	FAR		
PROPOSED BUILDING COVERAGE	3%			
MIN LANDSCAPE AREA	15%	MIN	NET LOT AREA	
PROPOSED LANDSCAPE AREA	21.99%			
BUILDING HEIGHT:				
MAX BUILDING HEIGHT:	40'			
PROPOSED BUILDING:	28'			

SETBACKS:	REQ'D	PROPOSED
BUILDING:		
NORTH (CACTUS RD):	35	77.65
LANDSCAPE:		
NORTH (CACTUS RD):	35	77.65

PARKING REVIEW:
9'x18'; 25' AISLE;
LOT #3, PAD 2 ONEAZ CREDIT UNION:

BUILDING USE:	GROUP B-BUSINESS GROUP		
OVERALL AREA:	221,543	SF	5.09 AC
SUBJECT PAD AREA:	2,990	SF	
CANOPY AREA:			
BUILDING CANOPY:	3,650	SF	
BUILDING AREA (INCLUDE CANNOPY):	6,640	SF	
PROPOSED LANDSCAPE AREA:	48,719	SF	
BUILDING AREA:	2,990	SF	
REQUIRED PARKING (RETAIL):	12	MIN	250 PER SF
PROPOSED PARKING:	17		
RATIO:	5.69	PER 1000	
REQUIRED ADA PARKING:	2		
PROPOSED ADA PARKING (INCLUDED):	2		
REQUIRED BIKE PARKING:	1	1 PER 20 CAR SPACES	
PROPOSED BIKE PARKING:	2		

CASE NO.: FS24-1468

NOTES

SITE PLAN NOTES:

1. ALL SITE IMPROVEMENTS INCLUDING LANDSCAPE AND SITE CLEANUP, MUST BE COMPLETED PRIOR TO CERTIFICATE OF OCCUPANCY FOR ANY BUILDING WITHIN A PHASE
2. ALL ROOF MOUNTED MECHANICAL EQUIPMENT SHALL BE FULLY SCREENED BY PARAPET WALLS EQUAL TO, OR GREATER THAN, THE HIGHEST POINT ON THE MECHANICAL EQUIPMENT.
3. SOLID MASONRY WALLS AND GATES EQUAL TO, OR GREATER THAN, THE HIGHEST POINT ON THE MECHANICAL EQUIPMENT SHALL SCREEN ALL GROUND MOUNTED MECHANICAL EQUIPMENT.
4. ALL EXTERNAL LIGHTING SHALL BE LOCATED AND DESIGNED TO PREVENT RAYS FROM BEING DIRECTED OFF THE PROPERTY UPON WHICH THE LIGHTING IS LOCATED.
5. THE FIRE DEPARTMENT DOUBLE CHECK ASSEMBLY SHALL BE PAINTED TO MATCH THE ADJACENT WALL COLOR.
6. SIGNS REQUIRE SEPARATE PERMIT.
7. THERE SHALL BE NO OBSTRUCTION OF SITE SIGNAGE BY LANDSCAPE PLANT MATERIAL, AND THAT SUCH MUST BE RELOCATED/CORRECTED BEFORE THE FIELD INSPECTION WILL ACCEPT/PASS THE SIGN IN THE FIELD OR ISSUE A CERTIFICATE OF OCCUPANCY FOR A PROJECT.
8. ALL TRANSFORMER BOXES, METER PANELS AND ELECTRIC EQUIPMENT, BACKFLOW DEVICES OR ANY OTHER UTILITY EQUIPMENT NOT ABLE OR REQUIRED TO BE SCREENED BY LANDSCAPING OR WALLS, SHALL BE PAINTED TO MATCH BUILDING COLOR.
9. ALL WALLS OVER 7 IN HEIGHT, SITE LIGHTING, SIGNAGE, RAMADAS AND SHADE STRUCTURES REQUIRE SEPARATE SUBMITTAL AND PERMITS.
10. LIGHT FIXTURES ARE NOT TO ENCROACH TRASH ENCLOSURE WALLS.

NOTES:

PLANS ASSUME THAT THE FOLLOWING PROJECTS HAVE BEEN COMPLETED:

1. OVERALL SITE CONSTRUCTION FOR MARKETPLACE AT SYCAMORE FARMS CASE NO.: FS23-1106 & #2023006734
2. OFFSITE IMPROVEMENTS FOR BOTH CACTUS ROAD & SARIVAL BASED ON CACTUS ROAD-COTTON LANE TO REEMS ROAD IMPROVEMENTS CASE NO.: FS23-0847
3. ONSITE CONSTRUCTION FOR LOT-3, PAD-1 SOMEBURROS, CASE NO.: FS24-0660
4. ONSITE CONSTRUCTION FOR LOT 5, PAD-3 MCDONALD'S, CASE NO.: TBD

CODE INFORMATION

APPLICABLE CODES:

A. 2018 INTERNATIONAL BUILDING CODE.
B. 2018 INTERNATIONAL MECHANICAL CODE.
C. 2018 INTERNATIONAL FUEL GAS CODE.
D. 2018 INTERNATIONAL PLUMBING CODE.
E. 2018 INTERNATIONAL FIRE CODE.
F. 2018 INTERNATIONAL ENERGY CONSERVATION CODE.
G. 2017 NATIONAL ELECTRIC CODE.
H. ICC A117.1-2009 (FOR ADA).
I. ORDINANCE 2019-031 (LOCAL CODE AMENDMENTS).

IMPERVIOUS AREA INSIDE LOC	
TOTAL AREA OF THE SITE	27,472 (SF)
TOTAL IMPERVIOUS AREA OF THE SITE	20,026 (SF)
ADJUSTED TOTAL PERVIOUS AREA OF THE SITE	7,446 (SF)
PERCENTAGE OF IMPERVIOUS AREA OF THE SITE	73.00%

IMPERVIOUS AREA OF OVERALL SITE	
TOTAL AREA OF THE SITE	221,543 (SF)
TOTAL IMPERVIOUS AREA OF THE SITE	172,860 (SF)
ADJUSTED TOTAL PERVIOUS AREA OF THE SITE	48,719 (SF)
PERCENTAGE OF IMPERVIOUS AREA OF THE SITE	78.01%

LANDSCAPE AREAS CALCULATIONS	
PARKING AREA	2,519 (SF)
PARKING LANDSCAPED AREAS (MEDIANS)	677 (SF)
PERCENTAGE OF PARKING LANDSCAPED AREAS	27.00%

SURPRISE ARIZONA

SUSTAINABILITY ENGINEERING GROUP
SEG
5240 N. 16TH STREET, SUITE 105, PHOENIX, ARIZONA 85016
WWW.AZSEG.COM TEL. 480.588.7226 FAX. 480.259.3534

36984
ROBERT B. HANSEN
06/19/2025
ARIZONA, U.S.A.

OneAZ CREDIT UNION

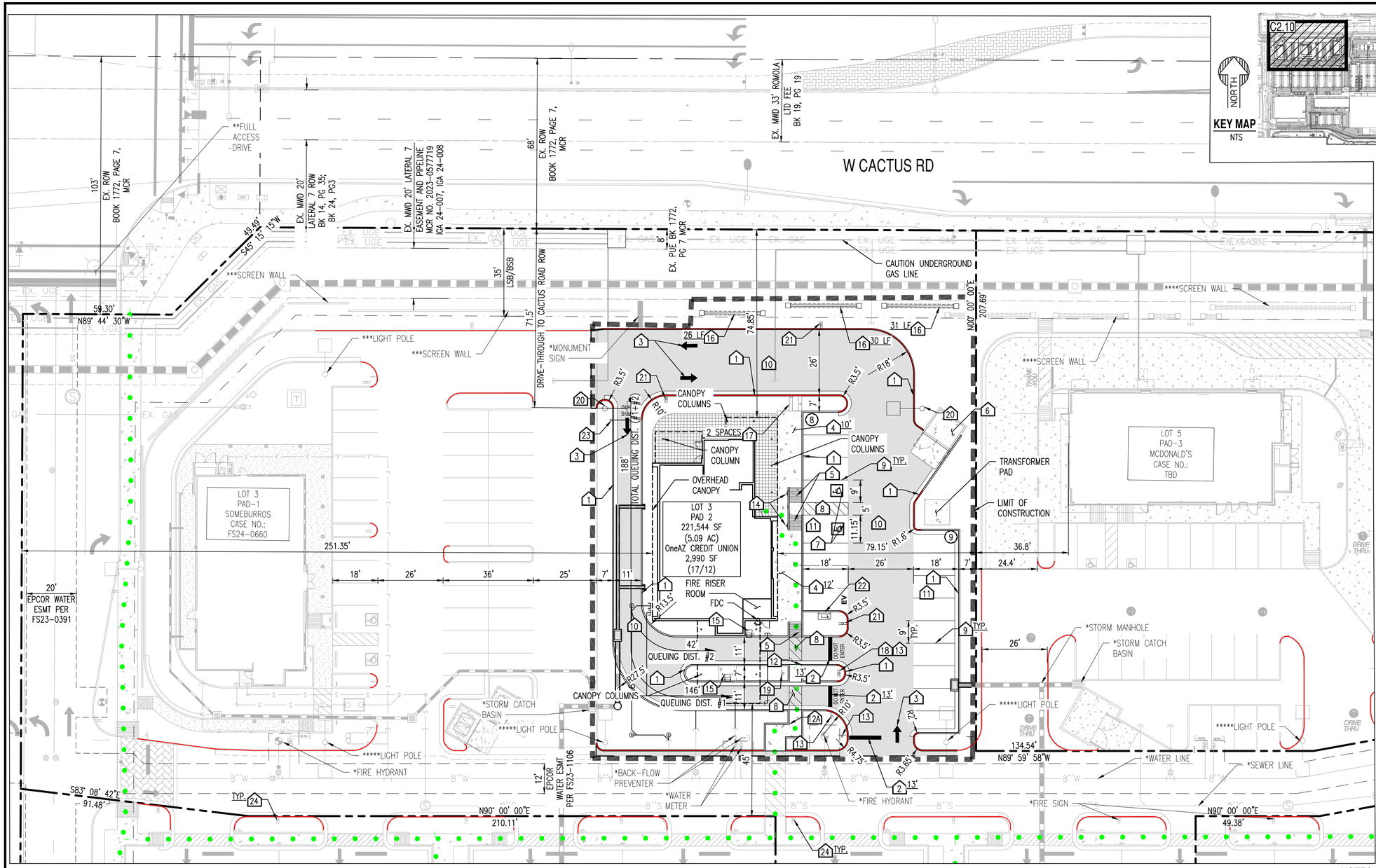
Contact Arizona 811 at least two full working days before you begin excavation
AZ811 ARIZONA
Call 811 or click Arizona811.com

PROJECT: OneAZ CREDIT UNION
LOCATION: 16617 W CACTUS RD, SURPRISE, AZ 85388

DRAWN	FZ	10/07/2024
DESIGNED	JM, FZ	10/07/2024
QC	SC	10/08/2024
FINAL QC	TR	06/19/2025
PROJ. MGR.	TR, AF	06/19/2025

DATE: 06/19/2025
ISSUED FOR: PERMIT
JOB NO.: 240805
SHEET TITLE: SITE PLAN COVER SHEET
PAGE NO.: 1 OF 4
SHEET NO.: C2.00

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KEY MAP
NTS

NO.	DESCRIPTION:	REVBY:	DWBY:	DATE:
	REVISIONS BY THE CITY OF SURPRISE			

PROPOSED LEGEND:

- VERTICAL CURB
- CURB & GUTTER
- ACCESSIBLE PATH
- FIRE LANE RED PAINTED CURB
- LIGHT DUTY ASPHALT PAVEMENT
- HEAVY DUTY ASPHALT PAVEMENT
- CONCRETE
- SIGN
- LIGHT POLE
- CANOPY
- LIMIT OF CONSTRUCTION

* TO BE CONSTRUCTED PER FS23-1106
** TO BE CONSTRUCTED PER FS23-0391
*** TO BE CONSTRUCTED PER FS24-0660
**** TO BE CONSTRUCTED PER LOT 5-MCDONALD'S CASE NO.: TBD
***** TO BE CONSTRUCTED PER FS22-1201

SITE PLAN NOTES:

1. 6" VERTICAL CURB OR 6" CURB AND GUTTER PER CIVIL PLANS. REFER TO DET. 13/C2.21 & DET. 14/C2.21
2. 18" WHITE PAINTED STOP BAR PER DET. 1/C2.20.
3. DIRECTIONAL LANE PAVEMENT MARKINGS PER DET. 1/C2.20.
4. CONCRETE SIDEWALK, WIDTH PER PLAN.
5. ACCESSIBLE RAMP PER CIVIL PLANS.
6. TRASH ENCLOSURE PER DET. 2/C2.20 & DET. 9/C2.21.
7. PAINTED SYMBOL OF ACCESSIBILITY PER DET. 3/C2.20.
8. 5' WIDE AISLE YELLOW PAINT STRIPING, 2' O.C. 45°.
9. 4" WIDE WHITE PAINTED STRIPING.
10. HEAVY DUTY PAVEMENT PER CIVIL PLANS.
11. LIGHT DUTY PAVEMENT PER CIVIL PLANS.
12. PATH THROUGH ISLAND TYPE 1 PER DET. 6/C2.20.
12A. PATH THROUGH ISLAND TYPE 2 PER DET. 8/C2.21.
13. INSTALL STOP SIGNS PER DET. 4/C2.20.
14. INSTALL ACCESSIBLE PARKING SIGN PER DET. 5/C2.20.
15. DRIVE THROUGH ATM MACHINE. PER DET. 15/C2.21.
16. 3' SCREEN WALL PER DET. 10/C2.21.
17. BICYCLE RACK PER DET. 7/C2.20.
18. INSTALL DO NOT ENTER SIGN PER DET. 12/C2.21.
19. INSTALL PEDESTRIAN CROSSING SIGN PER DET. 11/C2.21.
20. INSTALL LIGHT POLE PER ELECTRICAL PLANS.
21. INSTALL FIRE LANE SIGN. REFER TO PUBLIC SAFETY PLAN FOR DETAIL.
22. ELECTRICAL VEHICLE CHARGING STATION PAD.
23. CLEARANCE BAR.
24. EXISTING FIRE LANE SIGN PER FS23-1106. REFER TO DETAIL 16/C2.21 FOR C.O.S. SIGN SPECIFICATIONS.

EXISTING LEGEND:

- PROPERTY LINE
- VERTICAL CURB
- CURB & GUTTER
- CONCRETE
- EASEMENT LINE AS NOTED
- EX. S — SEWER LINE
- SEWER MANHOLE
- EX. W — WATER LINE
- EX. GAS — GAS LINE
- WATER VALVE
- FIRE HYDRANT
- WM — WATER METER
- BACKFLOW PREVENTER
- UTILITY CAP/STUB
- STORM DRAIN LINE
- STORM CATCH BASIN
- STORM MANHOLE
- FIRE LANE SIGN
- SIGN
- STREET LIGHT

NOTES:

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1. OVERALL SITE CONSTRUCTION FOR MARKETPLACE AT SYCAMORE FARMS CASE NO.: FS23-1106 & #2023006734
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3. ONSITE CONSTRUCTION FOR LOT-3, PAD-1 SOMEBURROS, CASE NO.: FS24-0660
4. ONSITE CONSTRUCTION FOR LOT 5, PAD-3 MCDONALD'S, CASE NO.: TBD
5. THE EXISTING CITY OF SURPRISE SEWER LINE CROSSING THE MWD 20' LATERAL 7 EASEMENT AND PIPELINE WAS PREVIOUSLY ISSUED AN IGA APPROVAL FROM MWD UNDER IGA 24-007.
6. THE EXISTING EPCOR WATERLINE CROSSING THE MWD 20' LATERAL 7 EASEMENT AND PIPELINE WAS PREVIOUSLY ISSUED AN IGA APPROVAL FROM MWD UNDER IGA 24-008.

CASE NO.: FS24-1468

SURPRISE ARIZONA

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36984
ROBERT B. HANSEN
06/19/2025
ARIZONA, U.S.A.

OneAZ CREDIT UNION

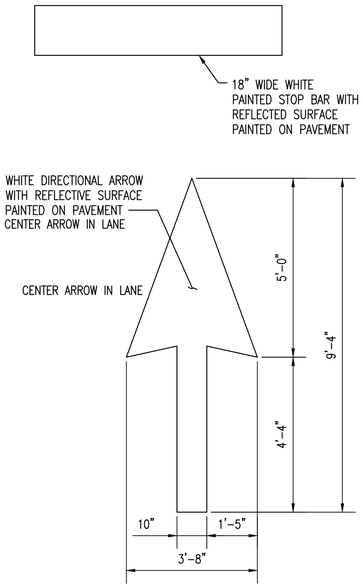
Standard Arizonan 811 at least two full working days before you begin excavation
ARIZONA811
Call 811 or what's below.

PROJECT: OneAZ CREDIT UNION
LOCATION: 16617 W CACTUS RD, SURPRISE, AZ 85388

DRAWN	FZ	10/07/2024
DESIGNED	JM, FZ	10/07/2024
QC	SC	10/08/2024
FINAL QC	TR	06/19/2025
PROJ. MGR.	TR, AF	06/19/2025

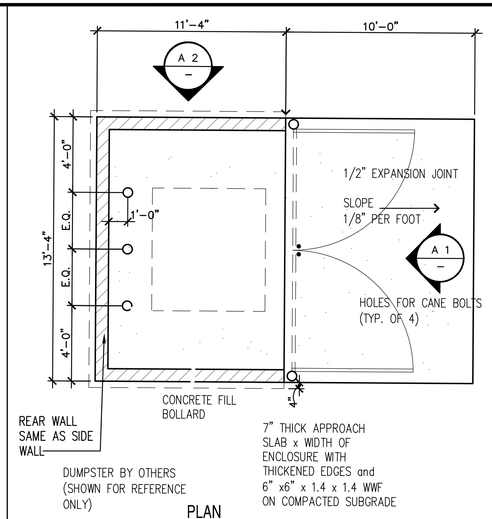
DATE: 06/19/2025
ISSUED FOR: PERMIT
JOB NO.: 240805
SHEET TITLE: **ENLARGED SITE PLAN**
PAGE NO.: 2 OF 4
SHEET NO.: **C2.10**

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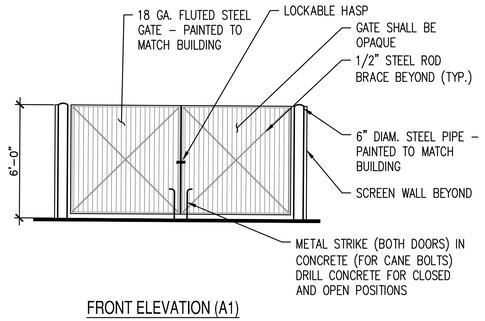


DIRECTIONAL ARROW AND STOP BAR
NTS

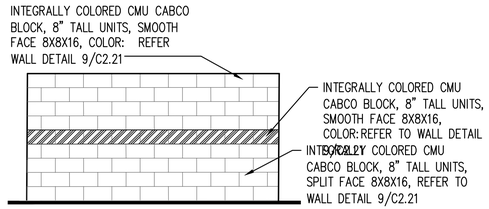
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PLAN



FRONT ELEVATION (A1)



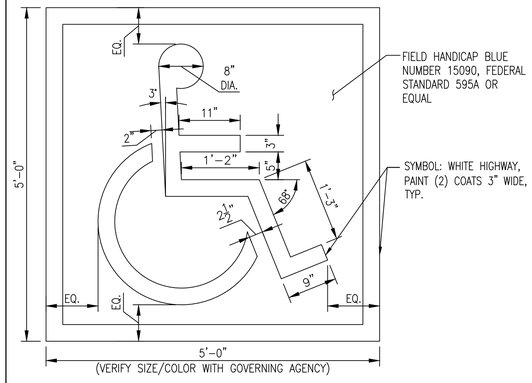
NOTE: REFER TO STRUCTURAL PLANS FOR REINFORCEMENT AND FOOTING DETAILS.

REAR WALL TO BE CONSTRUCTED PER SIDE DETAIL.

SIDE ELEVATION (A2)

TRASH ENCLOSURE
NTS

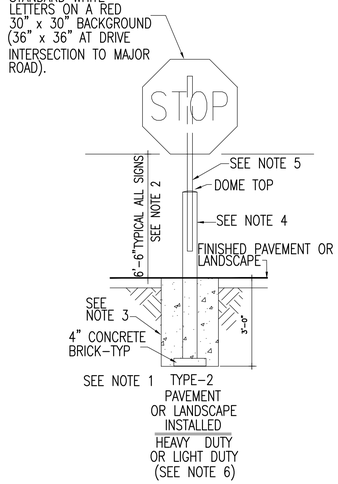
2



SYMBOL TO MATCH MUTCD FIGURE 3B-22

SYMBOL OF ACCESSIBILITY
NTS

3

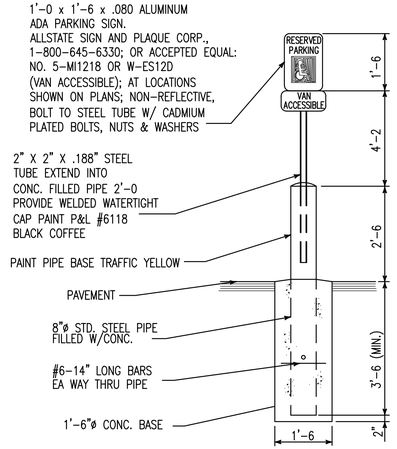


NOTES:

1. INSTALL ALL SIGNS WHERE INDICATED ON SITE PLAN OR PER THE MUNICIPALITY SIGNAGE REQUIREMENTS.
2. ADJUST MOUNTING HEIGHTS TO MEET LOCAL CODES WHERE APPLICABLE.
3. SET ALL POSTS IN 16" DIAMETER X 36" DEEP CONCRETE FOUNDATION.
4. 4" X 6'-0" CONCRETE FILLED SCHEDULE 40 STEEL POST CENTERED IN FOUNDATION, PAINTED YELLOW, SEE SPECS.
5. 2 1/4" WIDE X 6'-0" LONG U-CHANNEL POST WITH BAKED ON GREEN ENAMEL FINISH.
6. LIGHT DUTY – LANDSCAPED AREAS AND AREAS NOT SUBJECT TO VEHICULAR TRAFFIC.
   HEAVY DUTY – PAVED AREAS AND AREAS SUBJECT TO VEHICULAR TRAFFIC OR NOT PROTECTED IN LANDSCAPED AREAS.

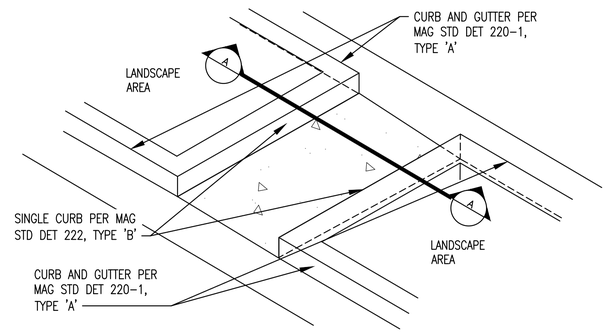
STOP SIGN
NTS

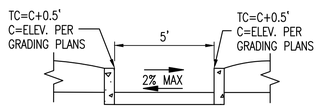
4



SIGN OF ACCESSIBLE PARKING STALL
NTS

5

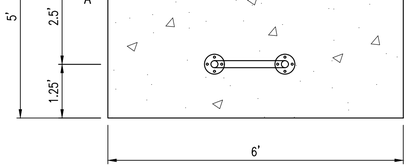




SECTION A-A

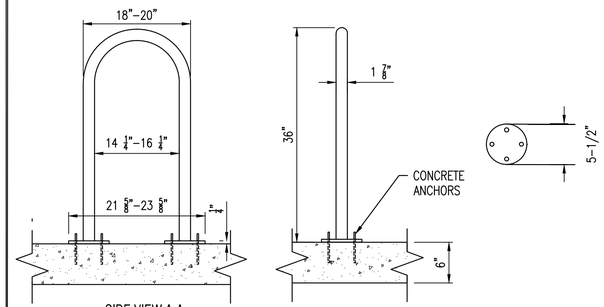
PATH TRHOUGH ISLAND TYPE 1
NTS

6



PLAN VIEW

NOTES:
1. REFER TO SITE PLAN FOR NUMBER OF SPACES.



SIDE VIEW A-A

FRONT VIEW

SHORT TERM BICYCLE RACK
NTS

7

CASE NO.: FS24-1468

REVISIONS BY THE CITY OF SURPRISE

NO.	DESCRIPTION:	REVBY:	CHKBY:	DATE:
1				
2				
3				
4				

SURPRISE ARIZONA

SUSTAINABILITY ENGINEERING GROUP
SEG
5240 N. 16TH STREET, SUITE 105, PHOENIX, ARIZONA 85016
WWW.AZSEG.COM TEL. 480.588.7226 FAX. 480.259.3534

REGISTERED ARCHITECT
36984
ROBERT B. HANSEN
06/19/2025
ARIZONA, U.S.A.

OneAZ CREDIT UNION

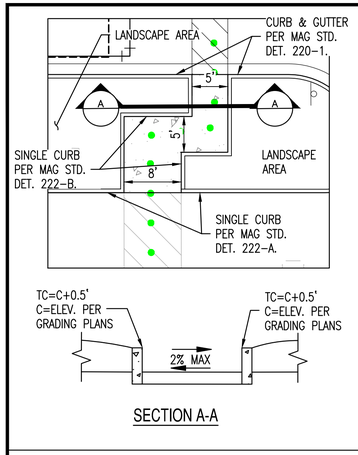
Assistant Arizona 811 at least two full working days before you begin excavation
ARIZONA811
Call 811 or click Arizona811.com

PROJECT: OneAZ CREDIT UNION
LOCATION: 16617 W CACTUS RD, SURPRISE, AZ 85388

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QC	SC	10/08/2024
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PROJ. MGR.	TR, AF	06/19/2025

DATE: 06/19/2025
ISSUED FOR: PERMIT
JOB NO.: 240805
SHEET TITLE: **SITE PLAN DETAILS**
PAGE NO.: 3 OF 4
SHEET NO.: **C2.20**

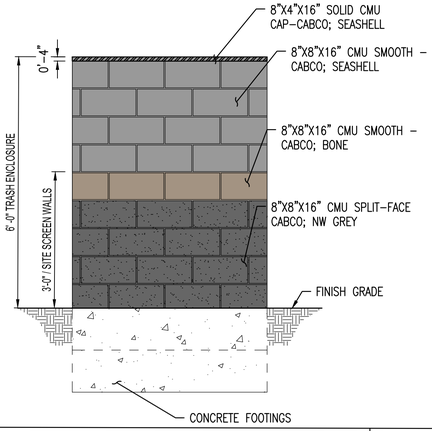
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SECTION A-A

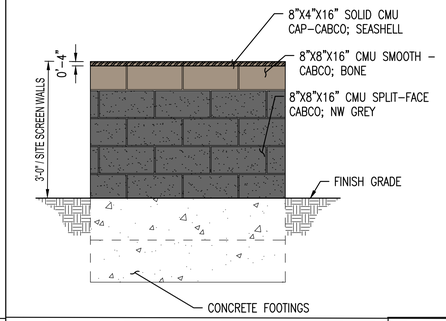
PATH THROUGH ISLAND TYPE 2
NTS

8



6' SITE WALL-TRASH ENCLOSURE WALL
NTS

9



3' SCREEN WALL
NTS

10



REFER TO STOP SIGN DETAIL 4/C2.20 FOR INSTALLATION AND MOUNTING NOTES.

PEDESTRIAN CROSSING SIGN
NTS

11



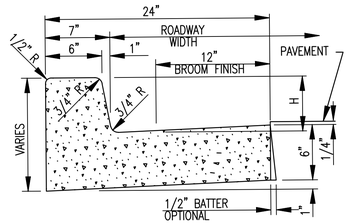
COLORS:
SYMBOL-STANDARD RED RETROREFLECTIVE.
LEGEND AND BACKGROUND-STANDARD WHITE RETROREFLECTIVE.

DIMENSIONS PER ADOT STANDARD SIGN R5-001 DETAIL.

REFER TO STOP SIGN DETAIL 4/C2.20 FOR INSTALLATION AND MOUNTING NOTES.

DO NOT ENTER SIGN
NTS

12



VERTICAL CURB AND GUTTER
(TYPE A)

NOTES: (TYPE A)

1. ALL EXPOSED SURFACES TO BE TROWEL FINISHED EXCEPT AS SHOWN. SEE SECT. 340.
2. H=6" OR AS SPECIFIED ON PLANS.
3. CONTRACTION JOINT SPACING 10' MAXIMUM.
4. EXPANSION JOINTS AS PER SECT. 340.
5. CLASS 'B' CONCRETE PER 725.
6. WHEN THE ADJACENT PAVEMENT SECTION SLOPES AWAY FROM THE GUTTER, THE SLOPE OF THE GUTTER PAN SHALL MATCH PAVEMENT CROSS SLOPE.

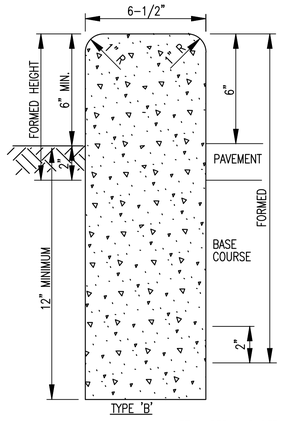
DETAIL PER MAG DET. 220-1.

CURB AND GUTTER DETAIL

13

NOTES:

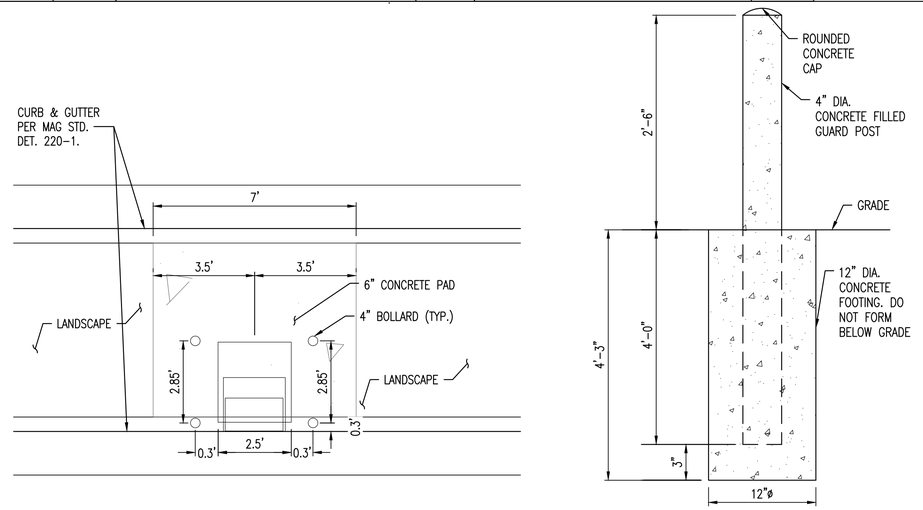
1. ALL VERTICAL SURFACES TO BE FORMED.
2. VERTICAL SURFACES DOWN FROM 2" BELOW UNDISTURBED SOIL MAY BE PLACED AGAINST NEAT CUT IF APPROVED BY THE ENGINEER AND CONCRETE WILL NOT EXTEND MORE THAN 1" BEYOND THEORETICAL FACE.
3. ALL EXPOSED SURFACES TO BE STRIPPED GREEN AND TROWEL FINISHED.
4. CONCRETE CURBS CONFORM TO SECT. 340.
5. MAXIMUM SPACING OF CONTRACTION JOINTS IS 10'
6. CONCRETE TO BE CLASS 'B' PER SECT. 725.
7. WHEN PAVEMENT AND BASE COURSE EQUALS OR EXCEEDS 10" IN DEPTH, THE ENTIRE ROADWAY SIDE OF THE CURB SHALL BE FORMED. THE TOTAL CURB HEIGHT REMAINS 18" UNLESS NOTED OTHERWISE.



DETAIL PER MAG DET. 222.

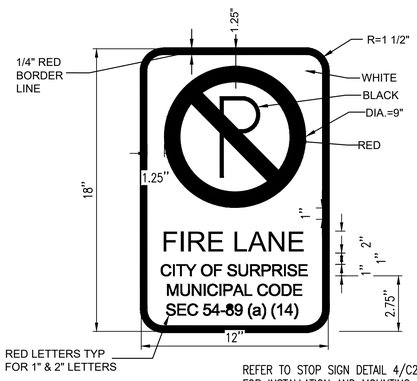
VERTICAL CURB DETAIL

14



ATM DETAIL & PIPE BOLLARD DETAIL
N.T.S.

15



REFER TO STOP SIGN DETAIL 4/C2.20 FOR INSTALLATION AND MOUNTING NOTES.

NO PARKING FIRE LANE SIGN

16

CASE NO.: FS24-1468

REVISIONS BY THE CITY OF SURPRISE

NO.	DESCRIPTION:	REV'D:	CHK'D:	DATE:
1				
2				
3				
4				

SURPRISE ARIZONA

SUSTAINABILITY ENGINEERING GROUP
SEG
5240 N. 16TH STREET, SUITE 105, PHOENIX, ARIZONA 85016
WWW.AZSEG.COM TEL. 480.588.7226 FAX. 480.259.3534



OneAZ CREDIT UNION

Contact Arizona 811 at least two full working days before you begin excavation
ARIZONA811
Call 811 or visit Arizona811.com

PROJECT: OneAZ CREDIT UNION

LOCATION: 16617 W CACTUS RD, SURPRISE, AZ 85388

DRAWN	FZ	10/07/2024
DESIGNED	JM, FZ	10/07/2024
QC	SC	10/08/2024
FINAL QC	TR	06/19/2025
PROJ. MGR.	TR, AF	06/19/2025

DATE: 06/19/2025

ISSUED FOR: PERMIT

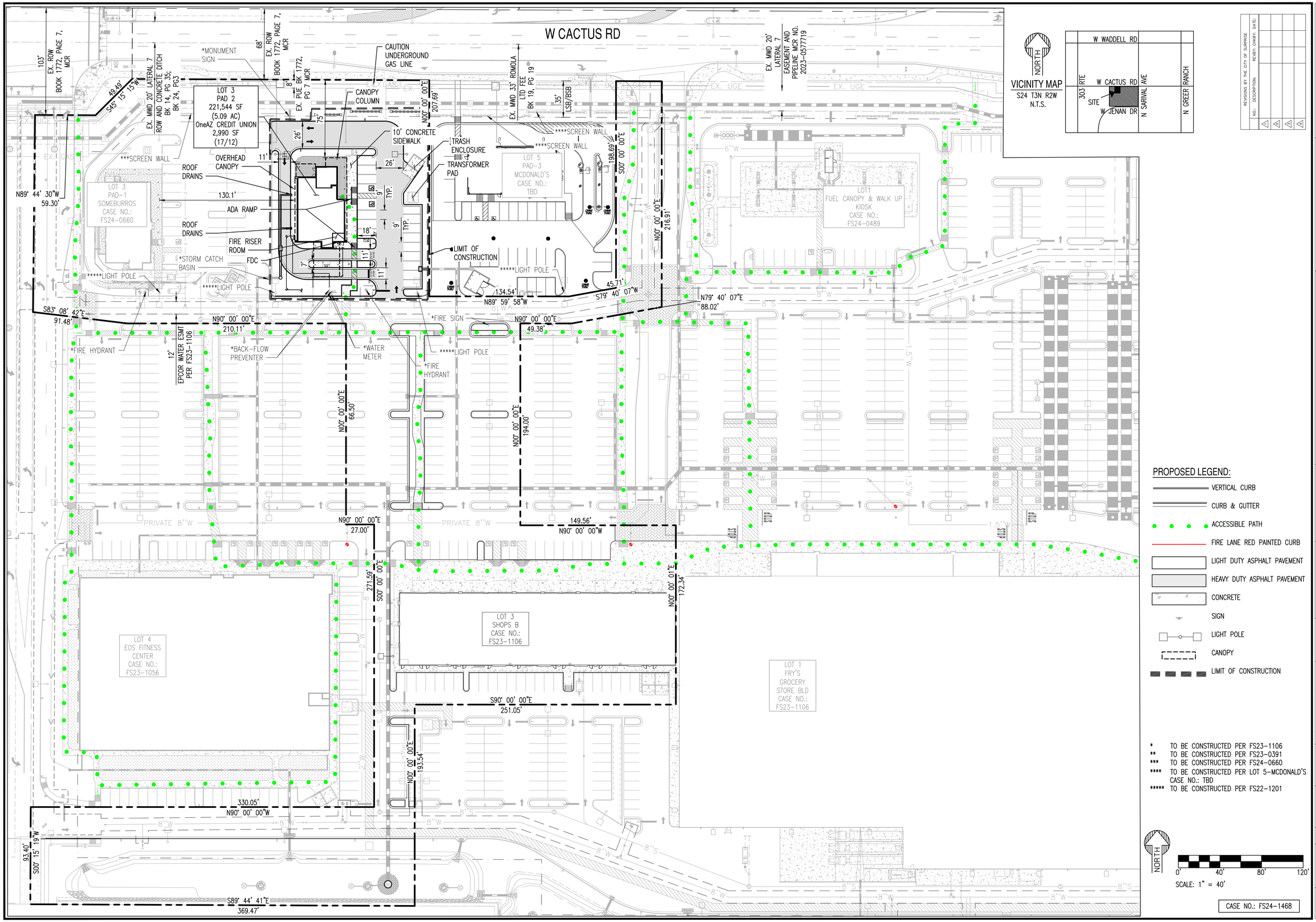
JOB NO.: 240805

SHEET TITLE: **SITE PLAN DETAILS**

PAGE NO.: 4 OF 4

SHEET NO.: **C2.21**

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NO.	DESCRIPTION:	REVBY:	DATE:
	REVISIONS BY THE CITY OF SURPRISE		

SURPRISE
ARIZONA

SEG
SUSTAINABILITY ENGINEERING GROUP
5240 N. 16TH STREET, SUITE 105, PHOENIX, ARIZONA 85016
WWW.AZSEG.COM TEL. 480.588.7226 FAX. 480.259.3534

REGISTERED LANDSCAPE ARCHITECT
36984
ROBERT B. HANSEN
06/19/2025
ARIZONA, U.S.A.

OneAZ CREDIT UNION

Contact Arizona 811 at least two full working days before you begin excavation
ARIZONA811
Call 811 or click Arizona811.com

PROJECT	LOCATION
OneAZ CREDIT UNION	16617 W CACTUS RD, SURPRISE, AZ 85388

DRAWN	FZ	10/07/2024
DESIGNED	JM, FZ	10/07/2024
QC	SC	10/08/2024
FINAL QC	TR	06/19/2025
PROJ. MGR.	TR, AF	06/19/2025

DATE: 06/19/2025

ISSUED FOR: PERMIT

JOB NO.: 240805

SHEET TITLE: **SIMPLIFIED SITE PLAN**

PAGE NO.: 1 OF 1

SHEET NO.: **SSP**

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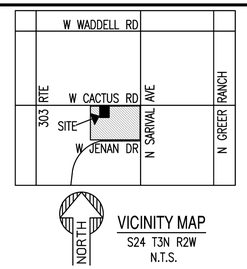
PLANTING MATERIAL LEGEND

TREES	SIZE	NOTES	QTY
WILLOW LEAF ACACIA ACACIA SALICINA	15 GAL.		7
CHILOPSIS LINEARIS DESERT WILLOW	15 GAL.		6

SHRUBS / ACCENTS	SIZE	NOTES	QTY
COMPACT TEXAS RANGER LEUCOPHYLLUM 'COMPACTA'	5 GAL		35
DESERT SPOON DASYLIRION WHEELERI	5 GAL		38
TRAILING LANTANA "GOLD" LANTANA MONTEVIDENSIS	5 GAL		42
RUELLIA RUELLIA PENNINSULARIS	5 GAL		20

GROUNDCOVER:	QTY
DECOMPOSITE GRANITE. 3/4" SCREENED "EXPRESS GOLD" 2" DEEP IN PLANTING AREAS PER PLAN	7,103 S.F. 71 TONS.

VICINITY MAP



VICINITY MAP
S24 T3N R2W
N.T.S.

LEGEND

OWNER LOT 3
BARCLAY HOLDINGS CXIX LLC
2415 E CAMELBACK RD, UNIT 900
PHOENIX, AZ 85016
PHONE: 602-224-4151
ATTN.: COLBY FINCHAM
EMAIL: CFINCHAM@BARCLAYGROUP.COM

CIVIL ENGINEER
SUSTAINABILITY ENGINEERING GROUP
5240 N. 16TH STREET, SUITE 105
PHOENIX, ARIZONA 85016
PHONE: 480-588-7226
ATTN.: ALI FAKIH
EMAIL: ALI@AZSEG.COM

DEVELOPER
ONEAZ CREDIT UNION
2355 W PINNACLE PEAK RD,
PHOENIX, AZ 85027
PHONE: 844-663-2928

ARCHITECT
NEWGROUND
125 S CLARK ST, SUITE 700
CHICAGO, IL 60603
PHONE: 314-580-2522
ATTN.: RICHARD AVERY
EMAIL: RAVERY@NEWGROUND.COM

LANDSCAPE ARCHITECT
SUSTAINABILITY ENGINEERING GROUP
5240 N. 16TH STREET, SUITE 105
PHOENIX, ARIZONA 85016
PHONE: 480-588-7226
ATTN.: BRIAN RUDE, RLA
EMAIL: BRIAN@AZSEG.COM

NOTES:
1. THE EXISTING CITY OF SURPRISE SEWER LINE CROSSING THE MWD 20' LATERAL 7 EASEMENT AND PIPELINE WAS PREVIOUSLY ISSUED AN IGA APPROVAL FROM MWD UNDER IGA 24-007.
2. THE EXISTING EPCOR WATER LINE CROSSING THE MWD 20' LATERAL 7 EASEMENT AND PIPELINE WAS PREVIOUSLY ISSUED AN IGA APPROVAL FROM MWD UNDER IGA 24-008.

NORTH

0' 20' 40' 60'

SCALE: 1" = 20'

PRELIMINARY
NOT FOR
CONSTRUCTION

SEG
SUSTAINABILITY ENGINEERING GROUP
5240 N. 16TH STREET SUITE 105,
PHOENIX, ARIZONA 85016
TEL 480.588.7226
FAX 480.259.3535
WWW.AZSEG.COM

OneAZ CREDIT UNION

SURPRISE
ARIZONA

PROJECT
OneAZ CREDIT UNION

LOCATION
SWC W CACTUS RD & N SARIVAL AVE, SURPRISE, AZ 85388

LANDSCAPE ARCHITECT
BRIAN RUDE
5240 N. 16TH STREET SUITE 105,
PHOENIX, ARIZONA 85016
TEL 480.588.7226

DRAWN	AA	03/25/2025
DESIGNED	CB	03/25/2025
CHECKED		03/25/2025
FINAL QC		03/25/2025
PROJ. MGR.	TR	03/25/2025

REVISION NO.:	DATE:
1	
2	
3	
4	

Dial 811 at least two full working days before you begin excavation
ARIZONA 811
Call 811 or click Arizona811.com

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JOB NO.: 240805

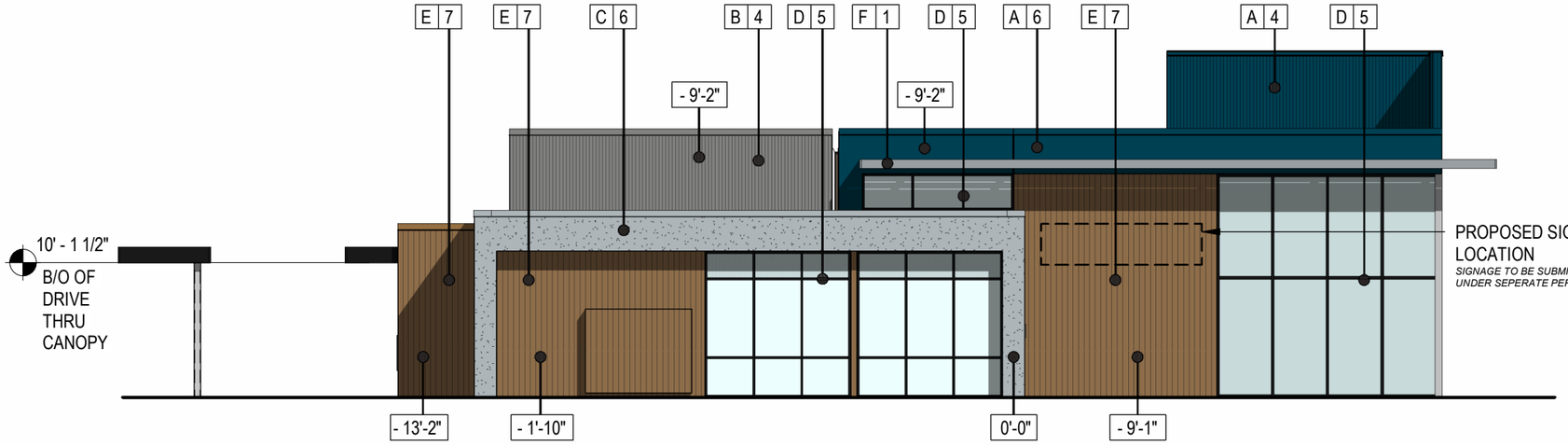
DATE: 03/25/2025

ISSUED FOR: SUBMITTAL

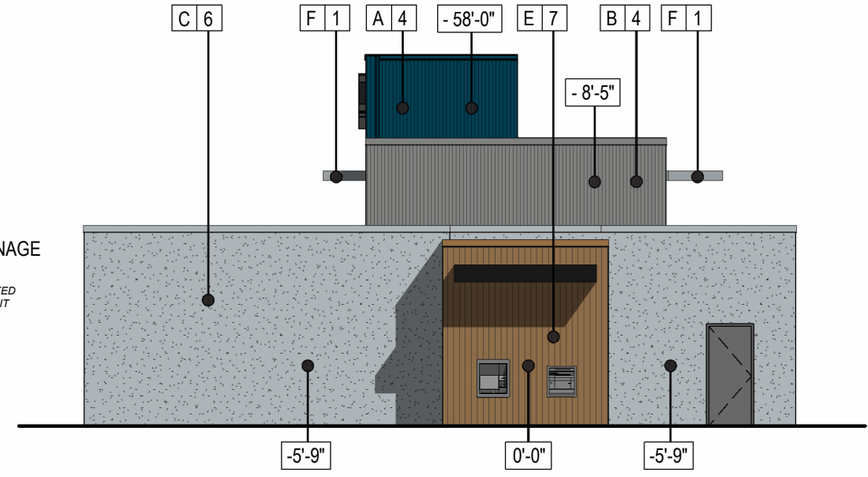
SHEET TITLE:
RENDERED LANDSCAPE PLAN

PAGE NO.: 1 OF 1

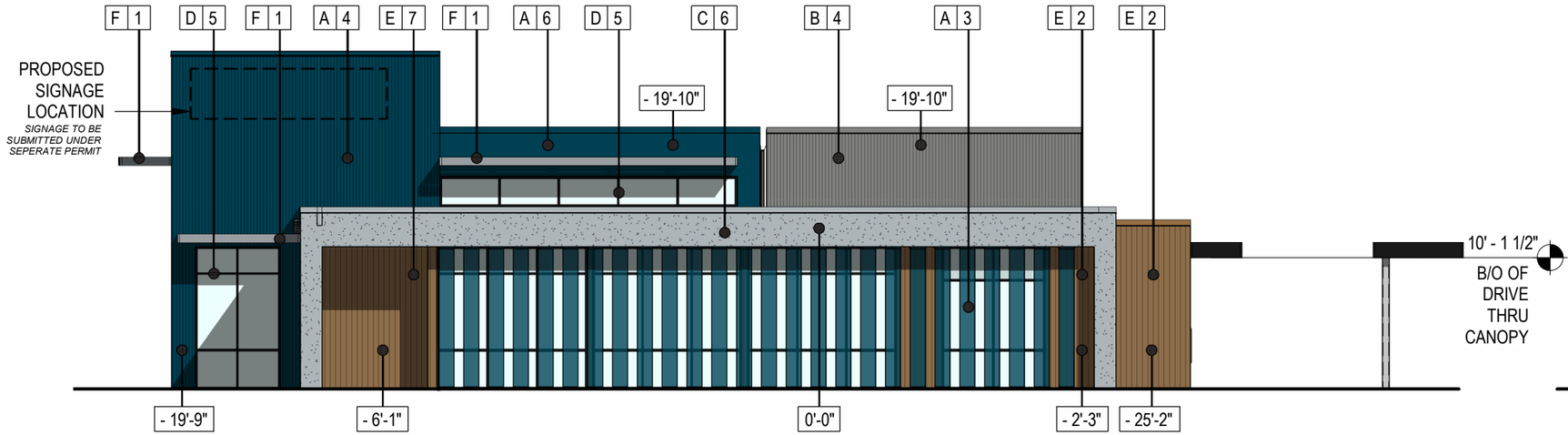
SHEET NO.: L5.0



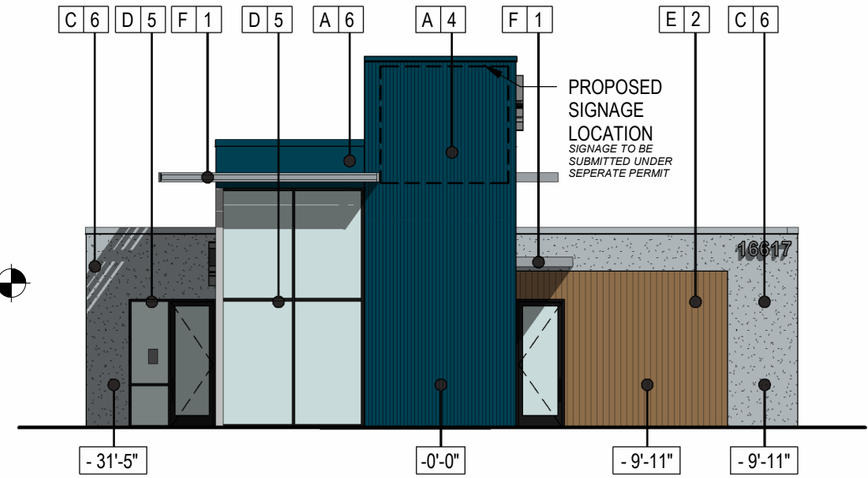
PROPOSED SOUTH ELEVATION



PROPOSED WEST ELEVATION



PROPOSED NORTH ELEVATION



PROPOSED EAST ELEVATION

ELEVATION MATERIALS AND FINISH KEY

MATERIAL:	FINISH:
1. AWNEX METAL CANOPY	A. PONDEROSA
2. COMPOSITE WOOD - NEWTECHWOOD - NORWEGIAN BOARD	B. ZINC
3. PERFORATED METAL SUNSHADES	C. JUBILEE SW6248
4. METAL SIDING	D. BLACK ANODIZE
5. ALUMINUM AND GLASS STOREFRONT	E. PERUVIAN TEAK
6. EIFS	F. WINDOW GREY RAL7040

Citizen Participation Report

Project Name: ONEAZ Credit Union at Sycamore Farms

Case Number: FS24-1468

Location: Southwest Corner of Cactus Road and Sarival Avenue, Surprise, AZ

Prepared by: Evolve Ventures

Date of Report: September 2, 2025

---

1. Public Involvement Techniques

Neighborhood Meeting

- Date: Tuesday, February 25, 2025
- Time: 5:30 PM – 7:00 PM
- Location: Hilton Garden Inn, 16601 N. Stadium Way, Surprise, AZ 85374
- Host: Amy Malloy, Evolve Ventures
- Format: Classroom-style with projector presentation
- Purpose: To present project details and solicit community feedback.
- Attendees:

    Commissioner Kevin Perry, City of Surprise

    Susan Draper, neighbor

    Christina Sexton, City of Surprise

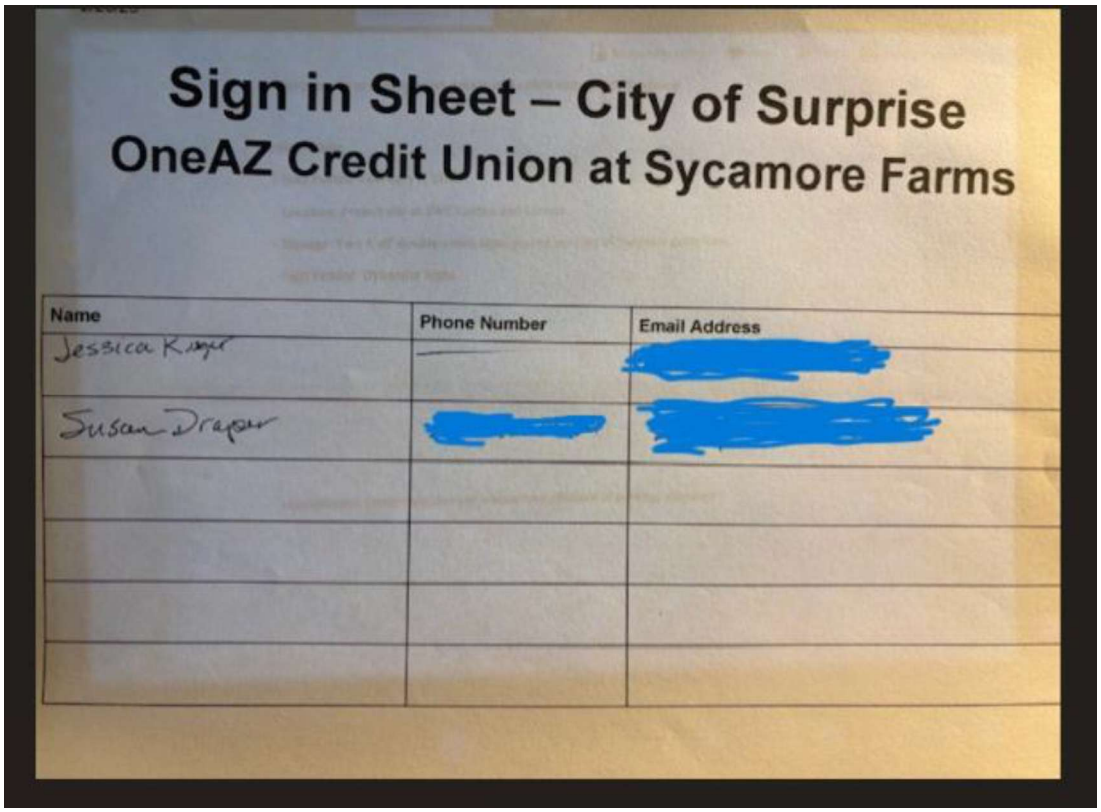
    Trever Fleetham, City of Surprise

    Jessica Kruger, OneAZ Credit Union

Desiree DiLucente, OneAZ Credit Union

Amy Malloy, Evolve Ventures

Sign in Sheet from meeting:



Sign in Sheet – City of Surprise

OneAZ Credit Union at Sycamore Farms

Name	Phone Number	Email Address
Jessica Kruger		[redacted]
Susan Draper	[redacted]	[redacted]

Site Posting

- Date Posted: February 6, 2025

- Location: Project site at SWC Cactus and Sarival

- Signage: Two 4'x8' double-sided signs placed per City of Surprise guidelines

- Sign Vendor: Dynamite Signs

- Compliance: Confirmed through a notarized affidavit of posting, attached

Affidavit and receipt attached.

-UPDATE: 9/3/25, signs modified to include the 10/2/25 Planning & Zoning hearing date for CUP hearing.

Affidavit and sign pictures forthcoming.
---

2. Notification Mailings

- Type: Informational letters containing meeting details, project overview, vicinity map, and contact info

- Date Mailed: By February 10, 2025 (15 days before the meeting)

- Recipients: All property owners within a 300-foot radius of the site, per City policy

- Method: First-class mail

---

3. Summary of Community Concerns and Responses

a. Substance of Concerns, Issues, and Problems

During the February 25, 2025 meeting, participants expressed:

- Traffic Impact: Concerns about increased traffic at Cactus and Sarival

- Drive-Through Queuing: Planning Commissioner Perry specifically inquired about vehicle stacking and queue overflow potential for the ATM lanes

- Operational Hours and Noise: Inquiries about drive-through service hours and their effect on adjacent uses

- Neighborhood Compatibility: Concerns about aesthetics and overall fit with the surrounding community

b. Applicant Responses and Mitigation

- Traffic Management: A queuing and traffic impact analysis was conducted, confirming that the site has been designed to handle far more vehicles than anticipated during peak hours.

- The drive-through lanes provide 147 feet and 53 feet of queuing space respectively, totaling capacity for 8 vehicles.

- The 85th percentile queue at comparable sites was just 1 vehicle, and the maximum observed was 3 vehicles.

- This ensures at least five additional vehicle spaces beyond peak demand, eliminating the risk of drive-through overflow.

- Queue Timing: National transaction data indicates an average ATM interaction (including queue and service time) lasts 5–6 minutes, aligning well with the site's capacity and operational flow.

- Operational Hours:

- Monday – Thursday: 9:00 AM – 5:00 PM

- Friday: 9:00 AM – 6:00 PM

- Closed weekends

- Aesthetics and Design Compatibility:

- Architectural and landscaping plans are tailored to match surrounding development, with careful attention to height, desert-adaptive plantings, and visual buffering.

c. Issues Not Addressed

- Opposition to Any Commercial Use: A small number of participants opposed any commercial development on the site.

- The applicant responded that the property is designated for commercial use under the Surprise General Plan and zoning regulations. The proposed bank is a low-intensity, community-serving use that fits within those designations.

Planning Commissioner Perry's Question on ATM Queuing

Question: Is the queuing distance for the ATMs sufficient to avoid vehicle spillover during peak use?

Response: Yes. Based on regional survey data and actual traffic engineering studies:

- The site provides a total queuing capacity of eight vehicles.

- The maximum observed queue at similar OneAZ locations was three vehicles.

- The 85th percentile queue was one vehicle, meaning queues will rarely approach full capacity.

- The transaction duration supports a throughput of 10–12 vehicles per hour, indicating fluid operation even on peak days (e.g., Fridays).

- Thus, the site is designed to accommodate significantly more vehicles than typically necessary and ensures no spillover or impact to internal circulation or nearby streets.

Conclusion

The applicant has exceeded the City of Surprise Citizen Review Process requirements through early engagement, clear communication, data-backed responses, and transparent public dialogue. The proposed OneAZ Credit Union at Sycamore Farms is well-designed to meet community needs while preserving the functionality and character of the surrounding area.

CITY OF SURPRISE
Site posting Process

AFFIDAVIT OF POSTING

Application No: FS24-1468 ONEAZ CREDIT UNION AT SYCAMORE FARMS

Applicant Name: Evolve Ventures

Location: SWC Cactus and Sarival

Date Site Posted: 02/06/25

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.

Meghan Liggett — 2/06/25

Applicant/Representative Signature — Date

This instrument was acknowledged before me on 02/06/25, by Meghan Liggett. I witness whereof I hereunto set my hand and official seal.

MARYBETH CONRAD
Notary Public - Arizona
Maricopa County
Commission # 673441
My Comm. Expires Oct 25, 2028

Marybeth Conrad
Notary Public

10-25-28
My commission expires

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


Notice of Public Hearing
City of Surprise
Neighborhood Meeting
Date: February 25, 2025
Time: 6:00 P.M.
Location: Hilton Garden Inn
16601 N Stadium Way
Surprise, AZ 85374
Planning & Zoning
Date: TBD
Time: 6:00 P.M.
Location: Council Chambers
16000 N. Civic Center Plaza
Surprise, AZ 85374
Surprise Case Number: FS24-1468 OneAZ Credit Union at Sycamore Farms
Request for a Conditional Use Permit (CUP) the construction of a 3,500 square foot bank with a drive-through located at the southwest corner of Cactus Road and Sarival Avenue.
For more information, call:
623-222-3011
www.Surpriseaz.gov
Maps
February 6, 2025 at 8:44 AM
+33 595062 -112.412297
16337–16499 W Cactus Rd
Surprise AZ 85388
United States


Notice of Public Hearing
City of Surprise
Neighborhood Meeting
Date: February 25, 2025
Time: 6:00 P.M.
Location: Hilton Garden Inn
16601 N Stadium Way
Surprise, AZ 85374
Planning & Zoning
Date: TBD
Time: 6:00 P.M.
Location: Council Chambers
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February 6, 2025 at 8:44 AM
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16337–16499 W Cactus Rd
Surprise AZ 85388
United States

CITY OF SURPRISE
Site posting Process

AFFIDAVIT OF POSTING

Application No: FS24-1468 ONEAZ CREDIT UNION AT SYCAMORE FARMS

Applicant Name: Evolve Ventures

Location: SWC Cactus and Sarival

Date Site Posted: 09/03/25

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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.

Meghan Liggett — September 3, 2025

Applicant/Representative Signature — Date

This instrument was acknowledged before me on 09/03/25, by Meghan Liggett. I witness whereof I hereunto set my hand and official seal.

MARYBETH CONRAD
Notary Public - Arizona
Maricopa County
Commission # 673441
My Comm. Expires Oct 25, 2028

Marybeth Conrad
Notary Public

10-25-28
My commission expires

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

Notice of Public Hearing
City of Surprise

Neighborhood Meeting

Date: February 25, 2025

Time: 6:00 P.M.

Location: Hilton Garden Inn
16601 N Stadium Way
Surprise, AZ 85374

Planning & Zoning

Date: October 2, 2025

Time: 6:00 P.M.

Location: Council Chambers
16000 N. Civic Center Plaza
Surprise, AZ 85374

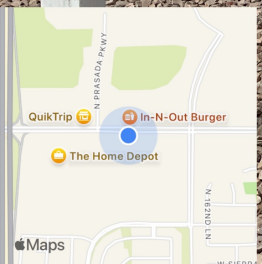


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For more information, call:
623-222-3011

www.Surpriseaz.gov



September 3, 2025 at 10:36 AM
+33.595023,-112.412496
W Cactus Rd
Surprise AZ 85388
United States



September 3, 2025 at 10:36 AM
+33.595023, -112.412496
W Cactus Rd
Surprise AZ 85388
United States


Notice of Public Hearing
City of Surprise
Neighborhood Meeting
Date: February 25, 2025
Time: 6:00 P.M.
Location: Hilton Garden Inn
16601 N Stadium Way
Surprise, AZ 85374
Planning & Zoning
Date: October 2, 2025
Time: 6:00 P.M.
Location: Council Chambers
16000 N. Civic Center Plaza
Surprise, AZ 85374
Surprise Case Number: FS24-1468 OneAZ Credit Union at Sycamore Farms
Request for a Conditional Use Permit (CUP) the construction of a 3,500 square foot bank with a drive-through located at the southwest corner of Cactus Road and Sarival Avenue.
For more information, call:
623-222-3011
www.Surpriseaz.gov
In-N-Out Burger
The Home Depot
Maps
September 3, 2025 at 9:19 AM
+33.594951,-112.416967
16601 W Cactus Rd
Surprise AZ 85388
United States


Notice of Public Hearing
City of Surprise
Neighborhood Meeting
Date: February 25, 2025
Time: 6:00 P.M.
Location: Hilton Garden Inn
16601 N Stadium Way
Surprise, AZ 85374
Planning & Zoning
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For more information, call:
623-222-3011
www.Surpriseaz.gov
In-N-Out Burger
The Home Depot
Maps
September 3, 2025 at 9:18 AM
+33 594951 -112 416967
16601 W Cactus Rd
Surprise AZ 85388
United States

FS24-1468

OneAZ Credit Union

Conditional Use Permit with Site Plan

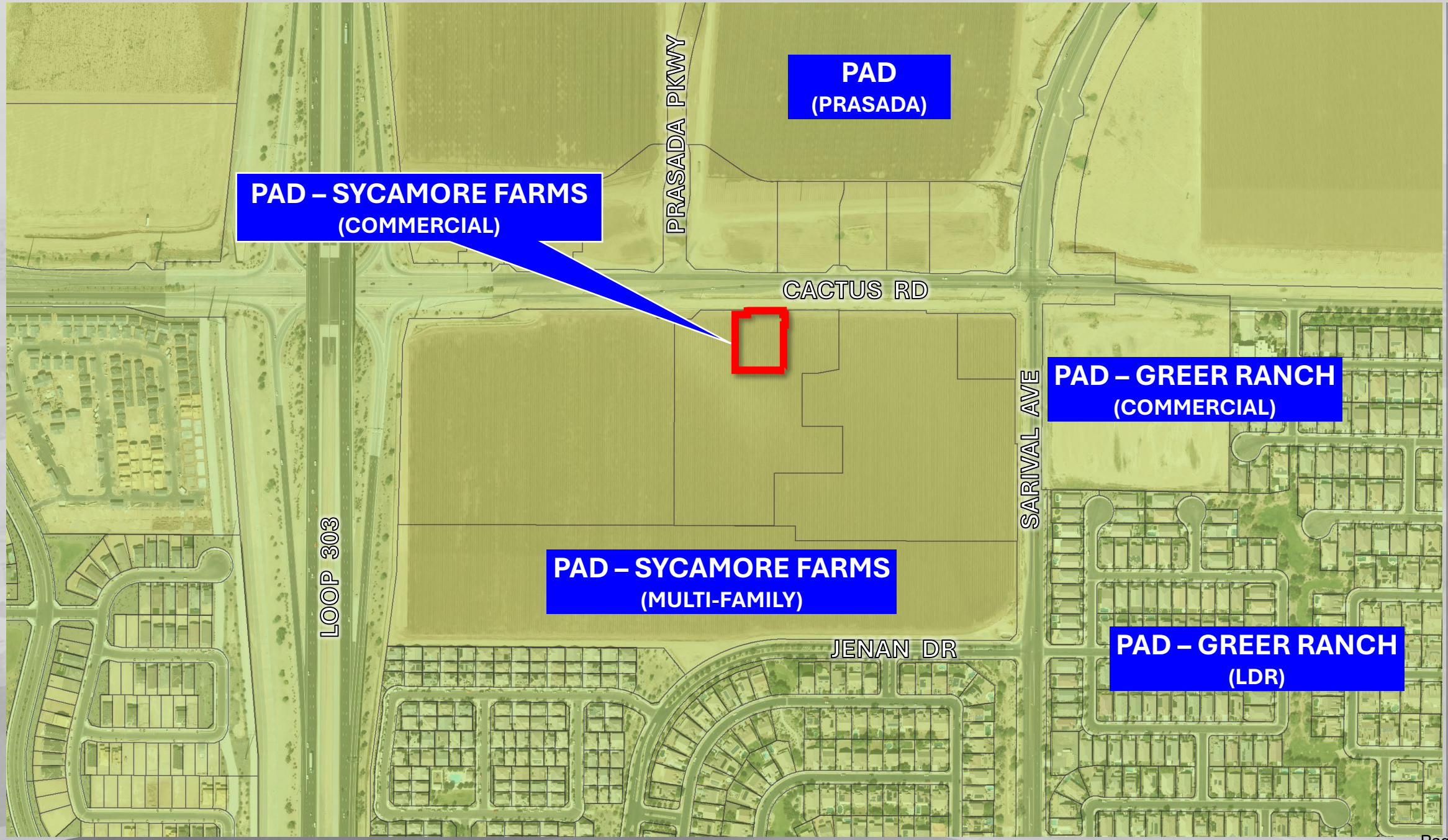
Planning & Zoning Commission

October 2, 2025

SURPRISE
ARIZONA

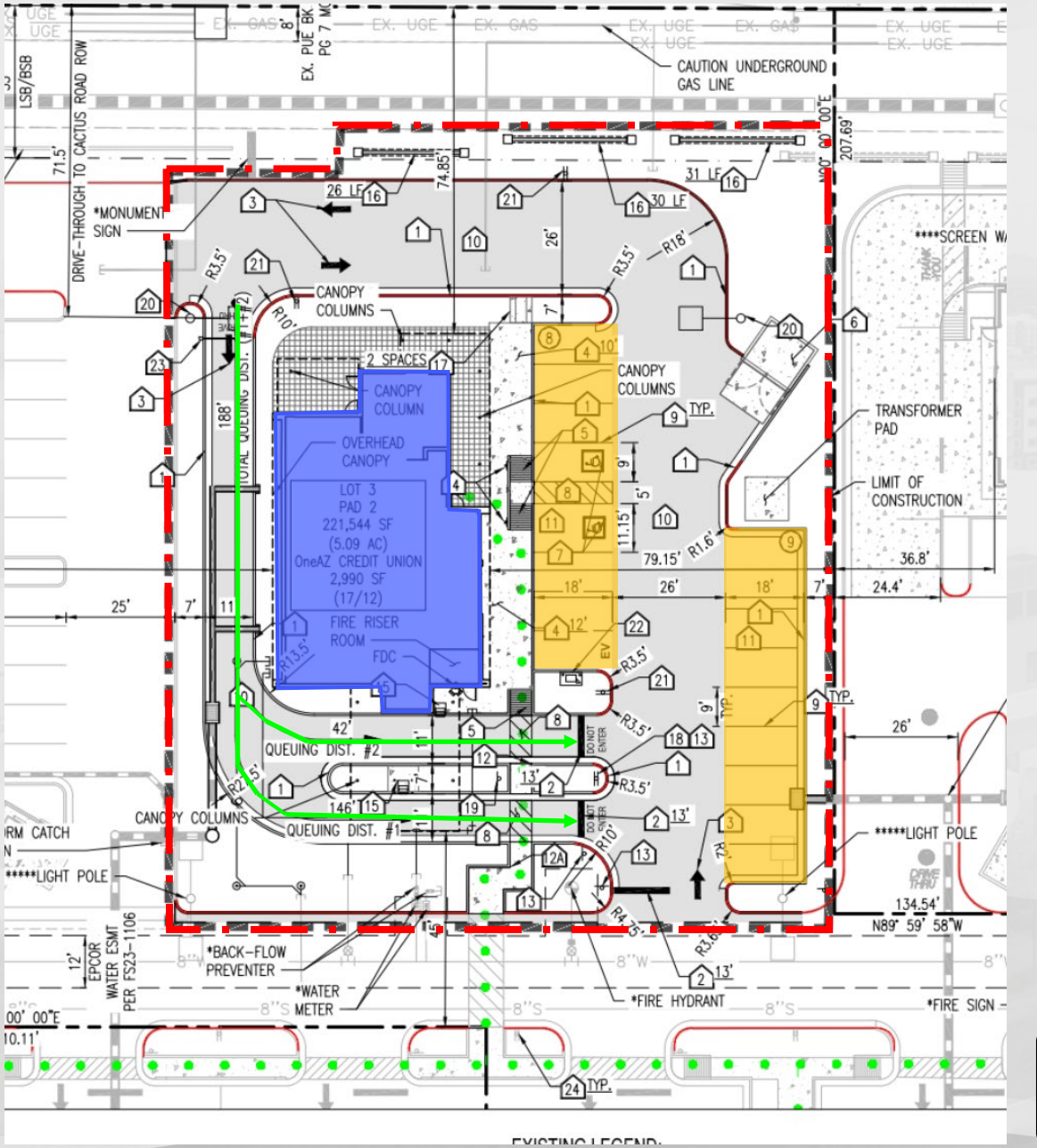


FS24-1468 VICINITY MAP



FS24-1468 ZONING MAP

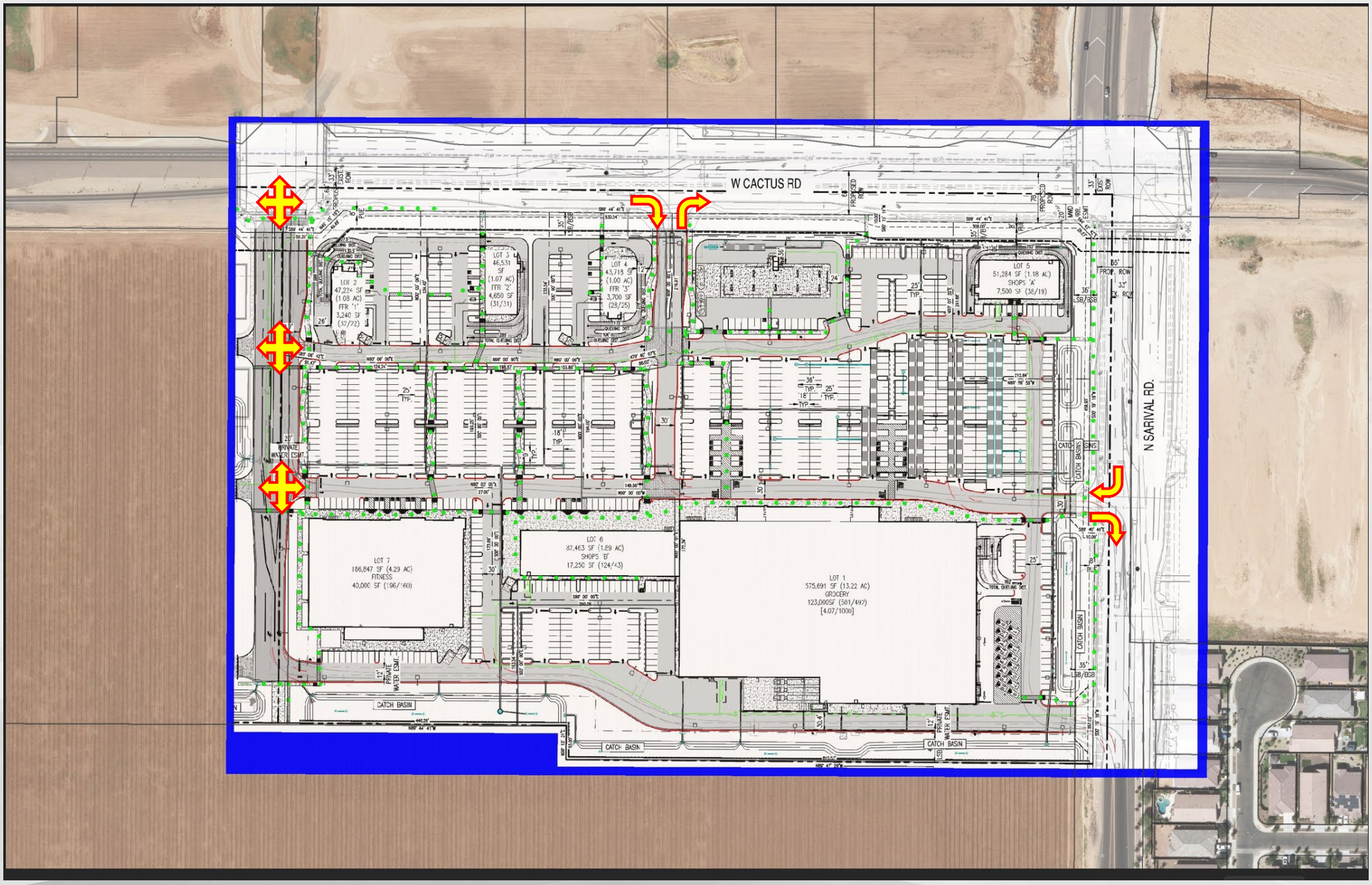
FS24-1468 SITE PLAN



2,990 S.F. Bank with Drive-through

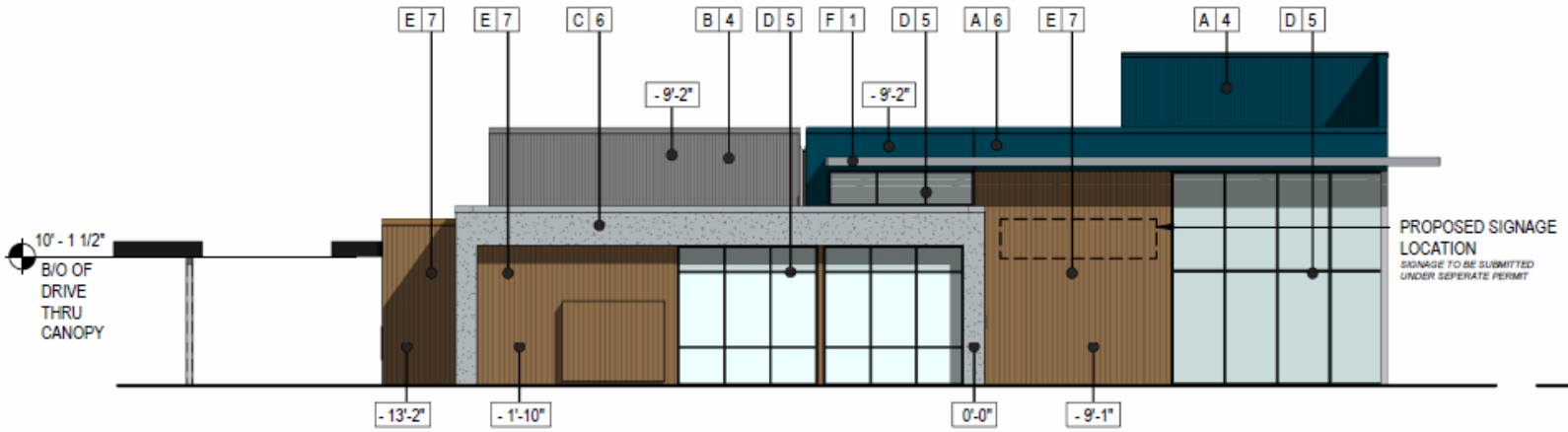
Parking Required = 12 Spaces
Parking Provided = 17 Spaces ☑

Drive-Through Lane
(Queuing Capacity = 8 Vehicles)

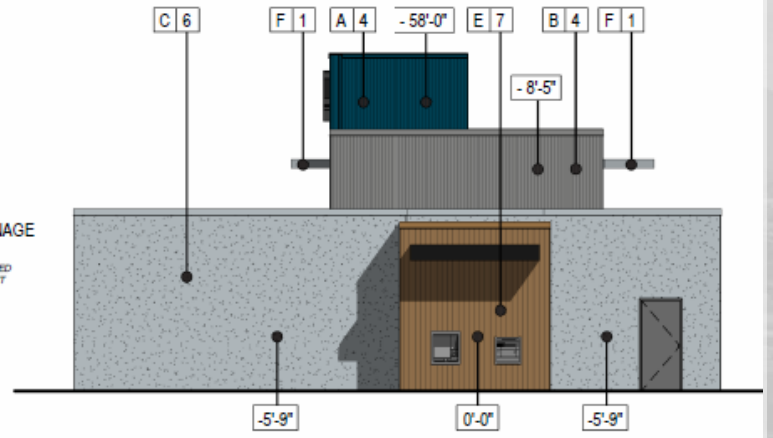


FS24-1468 ACCESS

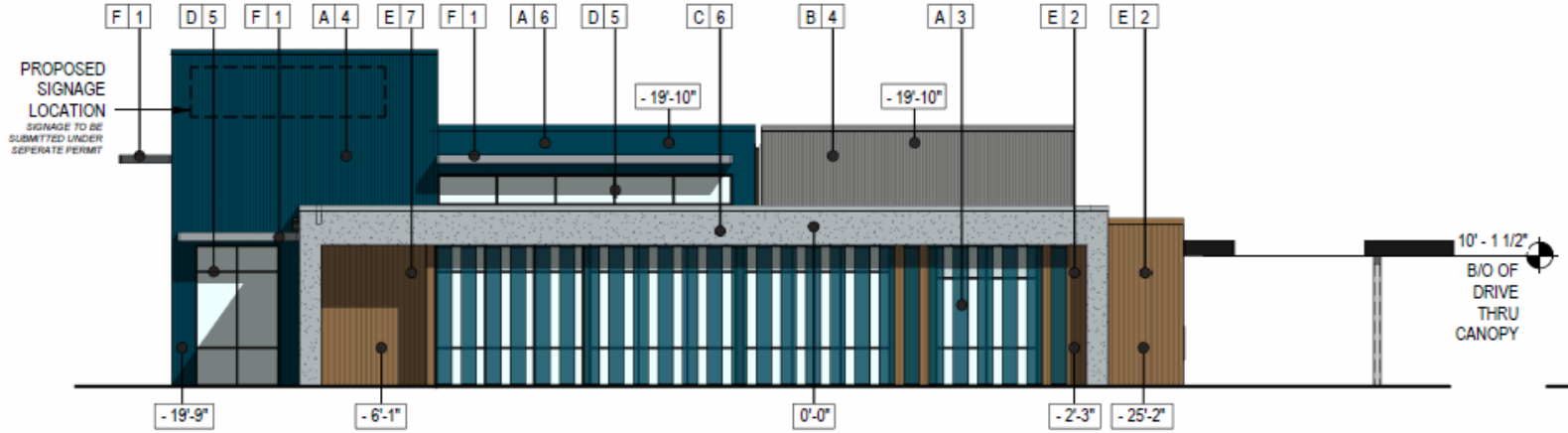
FS24-1468 ELEVATIONS



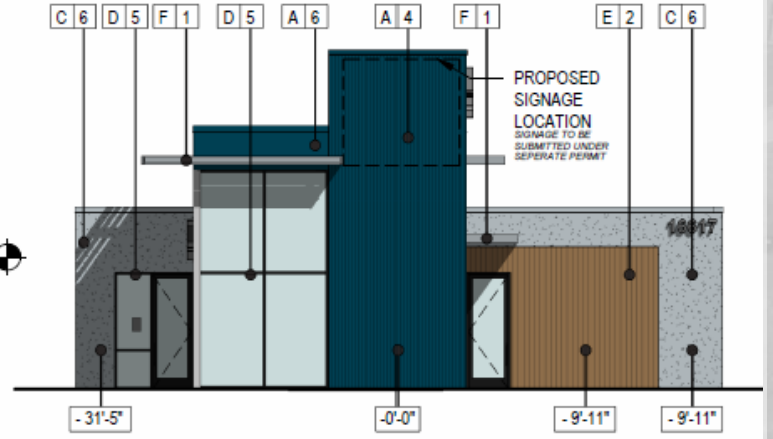
PROPOSED SOUTH ELEVATION



PROPOSED WEST ELEVATION



PROPOSED NORTH ELEVATION



PROPOSED EAST ELEVATION



PLANTING MATERIAL LEGEND

TREES	SIZE	NOTES	QTY
WILLOW LEAF ACACIA ACACIA SALICINA	15 GAL.		7
CHILOPSIS LINEARIS DESERT WILLOW	15 GAL.		6

SHRUBS / ACCENTS	SIZE	NOTES	QTY
COMPACT TEXAS RANGER LEUCOPHYLLUM 'COMPACTA'	5 GAL		35
DESERT SPOON DASYLIRION WHEELERI	5 GAL		38
TRAILING LANTANA "GOLD" LANTANA MONTEVIDENSIS	5 GAL		42
RUELLIA RUELLIA PENNINSULARIS	5 GAL		20

GROUNDCOVER:	QTY
DECOMPOSITE GRANITE. 3/4" SCREENED "EXPRESS GOLD" 2" DEEP IN PLANTING AREAS PER PLAN	7,103 S.F. 71 TONS.

FS24-1468 LANDSCAPE

EVALUATION CRITERIA

LDO Section 106-10.17

- ✓ 25’ from public ROW (74.85’)/ 75’ from residential (2,000’)
- ✓ 11’ aisles; 11’ w/ 25’ radius on curved sections
- ✓ No exit directly to public ROW
- ✓ 40-feet between entry point to menu board/100-feet pick-up service (188’)
- ✓ 300-foot separation from another drive-through (127’/558’)
- ✓ Min. 140’ stacking per lane (188’)
- ✓ Drive-through lanes shall be screened from ROW
- ✓ Canopy design consistent with building and does not exceed 14 feet in height (10’-1 ½”)

OUTREACH

Neighborhood Meeting

- February 25, 2025
- Hilton Garden Inn
- 2 attendees
- Concerns/Questions:
  - Traffic impact
  - Drive-through queuing
  - Operation hours and noise
  - Neighborhood compatibility

RECOMMENDATION

If the Commission approves the CUP with Site Plan, staff recommends the Commission approve the subject CUP with Site Plan, case FS24-1468, subject to stipulations ‘a’ through ‘e’.

Questions or Comments?

THANK YOU

SURPRISE
ARIZONA

STIPULATIONS

a. Development and use of the site shall be consistent with the Site Plan entitled “One AZ Credit Union” consisting of four (4) sheets prepared by SEG and received June 19, 2025.

b. Landscaping of the site shall be consistent with the Landscape Plan entitled “One AZ Credit Union,” consisting of one (1) sheet prepared by SEG and received May 22, 2025.

c. Building elevations shall be consistent with the Elevations entitled “One AZ Credit Union” consisting of one (1) sheet prepared by Newground and received September 2, 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: October 2, 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 recent legislative updates regarding administrative approvals. Case # FS25-0479.

Motion:
I move to recommend approval of the Zoning Text Amendment for administrative approvals, Case # FS25-0479.

I move to recommend denial of the Zoning Text Amendment for administrative approvals, Case # FS25-0479 because insert reason.

Background:
In 2025, the Arizona State Legislature passed a series of bills aimed at reducing municipal review timeframes for development and reducing housing costs by modifying various zoning and development requirements for municipalities. As a result, impacted municipalities are required to act to modify conflicting codes to conform with many of these bills.

HB2447, "Administrative Approvals", requires jurisdictions make the approval process for several entitlements administrative and requires jurisdictions allow at-risk submittals for certain on-site preliminary engineering grading and drainage work.

The bill further requires that applicants with a history of compliance with building codes be eligible for expedited permit review. The City does not currently offer expedited permit review because the current building permit review times are already very streamlined. As an example, first review of a new complex commercial building would have a sixteen (16) business day review and an eight (8) business day review for all subsequent reviews required. Simpler permits have shorter review times. As a result of this mandate, staff is working on an expedited review fee to offset staff time for completing expedited review, which will follow this text amendment, if approved by Planning and Zoning Commission and City Council.

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-FS25-0479 ZTA for Legislative Updates - PZ Staff Report
2. 01- FS25-0479 Leg Edit
3. 02- FS25-0479_Citizen Participation Report
4. Leg Update ZTA Presentation

ZONING TEXT AMENDMENT

REPORT TO THE PLANNING AND ZONING COMMISSION

Case:	**FS25-0479**
Project Name:	Zoning Text Amendment Administrative Approvals
Council District:	Citywide
Meeting Date:	**October 02, 2025**
Planner:	Tiffany Copp, Assistant Director

Applicant:	City of Surprise
Request:	Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to recent legislative updates regarding administrative approvals. Case # FS25-0479.
General Plan Conformance:	The proposal is consistent with the Surprise General Plan 2040.
Support/Opposition:	None known
Staff Recommendation:	Staff recommends the Commission recommend **approval** of the proposed Zoning Text Amendment (ZTA) for administrative approvals to conform with recent legislative updates, case FS25-0479, to the Mayor and City Council.

BACKGROUND:

In 2025 the Arizona State Legislature passed a series bills aimed at reducing municipal review timeframes for development and reducing housing costs by modifying various zoning and development requirements for municipalities. As a result, impacted municipalities are required to act to modify conflicting codes to conform with many of these bills.

HB2447, “Administrative Approvals”, requires jurisdictions make the approval process for several entitlements administrative and requires jurisdictions allow at-risk submittals for certain on-site preliminary engineering grading and drainage work.

The bill further requires that applicants with a history of compliance with building codes be eligible for expedited permit review. The City does not currently offer expedited permit review because the current building permit review times are already very streamlined. As an example, first review of a new complex commercial building would have a sixteen (16)

business day review and an eight (8) business day review for all subsequent reviews required. Simpler permits have shorter review times. As a result of this mandate, staff is working on an expedited review fee to offset staff time for completing expedited review, which will follow this text amendment, if approved by Planning and Zoning Commission and City Council.

ANALYSIS AND DISCUSSION:

The proposed Zoning Text Amendment includes several additions, deletions and modifications throughout Chapters 101, 102 and 108, of the Surprise Municipal Code, in an effort to bring the city's codes into conformance with the recently adopted legislative changes. Detailed changes are outlined in the attached Zoning Text Amendment draft.

CONFORMANCE WITH ADOPTED PLANS:

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

CITIZEN PARTICIPATION:

An outreach meeting was held at Surprise Regional Library on Wednesday September 17, 2025 at 6:00PM. There was one member of the public in attendance and one email inquiry received regarding this case. There were no questions or concerns raised regarding the administrative approvals text amendment.

SUMMARY:

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

RECOMMENDATION:

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

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

Recommended Motions:

I move to a recommend approval of the Zoning Text Amendment for administrative approvals to conform with recent legislative updates, Case # FS25-0479.

I move to recommend denial of the Zoning Text Amendment for administrative approvals to conform with recent legislative updates, Case # FS25-0479 because insert reason.

Attachments:
01 ZTA Draft Legislative Edit
02 Citizen Participation Report
PowerPoint

FS25-0479 – Administrative Approvals ZTA

Legislative Edits

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

PART II – LAND DEVELOPMENT ORDINANCE

CHAPTER 101- ADMINISTRATIVE PROVISIONS
ARTICLE II. RULES OF INTERPRETATION AND GLOSSARY OF TERMS

Sec. 101-2.2. Glossary of terms.

License has the same meaning prescribed in A.R.S. § 9-831.

Objective means not influenced by personal interpretation, taste or feelings of a municipal employee and verifiable by reference to an adopted benchmark, standard or criterion available and knowable by the applicant or proponent.

CHAPTER 102- REVIEW PROCESS AND APPLICATIONS
ARTICLE II. PROCEDURE TYPES AND SUBMITTALS

Sec. 102-2.1. Procedure types.

A. All development applications shall be decided by using one (1) of the procedure types listed in this chapter. The procedure type assigned to each application governs the requirements of a public meeting, public hearing, public outreach, public notifications, and the authoritative body, except to the extent otherwise required by applicable state or federal law.

1. Type 1. This procedure is for interpretative and administrative applications without a public outreach process, public meeting, or public hearing required. Type 1 applications are processed as administrative review decisions by the community development director. Decisions by the community development director may be appealed to either the board of adjustment or the planning and zoning commission as outlined in **Table 102-2a**.

2. Type 2. This procedure is for applications that only require a public meeting and therefore only require the limited public outreach of posting the meeting agenda, unless otherwise indicated in the following table. Type 2 applications are administrative actions. Applications where the approval authority lies with the planning and zoning commission may be appealed to the city council as outlined in **Table 102.2a**. Applications where the approval authority lies with the city council may be appealed in a manner prescribed by law.

3. Type 3. This procedure is for applications that generally are legislative in nature requiring a public hearing per A.R.S. § 9-462.04 and require public notice in the form of "agenda posting," "newspaper publication," "letter by 1st class mail," and "site posting" according to this chapter. Decisions of the city council or board of adjustment regarding type 3 applications may be appealed in a manner prescribed by law.

B. The following **Table 102-2a** describes the level of public outreach required, decision-making authority, and the appeal authority for the applications processed and the approvals that may be granted under this ordinance.

Table 102-2a: Application Type, Procedure, and Decision Authority Summary

	Public Outreach							
	Agenda Posting	Notice Letter & Newspaper	Neighborhood Meeting	Site Posting	Community Development Director	Planning and Zoning Commission	City Council	Board of Adjustment
Type 1 applications								
Zoning interpretation					D			A
Minor land division/parcel assemblage					D			A
Administrative use permits					D			A
Temporary use permits					D	A		
Home product review					D	A		
Amended ~~Corrective~~ plat					D			A
PEDS deviation/waiver					D	A		
Preliminary plat					D			A
Final plats					D			A
Slope Category Analysis waiver					D	A		
Administrative waiver/extension					D	A		
Site plan review					D	A		
Other plans as defined in A.R.S. § 9-500.49					D			A
Type 2 applications								
Protected development rights plans	X				R	R	D	
Original townsite incentive	X				R		D	
Development agreement	X				R		D	
Hillside cut and fill waiver	X			X	R	D		
Type 3 applications								
General Plan amendments	X	X	X	X	R	R	D	
Specific area plan requests	X	X	X	X	R	R	D	
Rezoning requests	X	X	X	X	R	R	D	
LDO text amendments	X	X(1)	X		R	R	D	
Conditional use permits	X	X	X	X	R	D	A	
Comprehensive sign program	X	X	X	X	R	R	D	
Variances requests	X	X		X	R			D
Annexation	X	X	X	X	R		D	

Key:
X = Required
(1) = 1st class letter not required
R = Reviews and recommends action to decision-making body
D = Decision-making body
A = Appeal authority

FS25-0479 – Administrative Approvals ZTA

Legislative Edits

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

CHAPTER 102- REVIEW PROCESS AND APPLICATIONS
ARTICLE V. TYPE 2 APPLICATION AND REQUESTS

~~**Sec. 102-5.5. Preliminary plats.**~~

~~The preliminary plats involve detailed land division planning. The submittal is reviewed by staff and presented to the planning and zoning commission for an approval, approval with conditions, or denial of the preliminary plat. The applicant shall provide the city with all information, outlined at the preliminary plat concept review meeting and the information listed in Chapter 108 of this Code, essential to determine the character and general acceptability of the proposed development.~~

~~**Sec. 102-5.6 Final plats.**~~

~~A. The *final plat* stage of land division involves submittal, review and approval of the *final plat* that is in conformance with a *preliminary plat*, the improvement plans for all improvements required by this ordinance and council, and recording of the *plat* with the county recorder. A *preliminary plat* approval may be used as an attachment to the concept review waiver.~~

CHAPTER 108 LAND DIVISION AND SUBDIVISION REGULATIONS
ARTICLE I. GENERAL PROCESS AND OVERVIEW

Sec. 108-1.1. - Purpose and intent.

A. The community development director or his designee is hereby authorized to approve land divisions.

B. The purpose of the land division and subdivision regulations is to ensure that all development conforms to the goals, objectives, and requirements adopted and contained in the city *General Plan*. Specific land division considerations include the location and shape of the site, proposed *lot* and/or tract size, *lot* orientation, circulation and *street* layout, area drainage, and legal as well as physical *access*. Further that all subdivision projects provide legally established *lot*(s) that comply with the specific *zoning district* requirements; all *lots* provide legal as well as physical *access*; that each development provides the required public infrastructure; to ensure that adequate provisions for utility services, utility easements, *roadways* that meet PM10 nonattainment area requirements, and other health and safety concerns are addressed.

C. Additionally, all land division and subdivision projects are reviewed to ensure that they address any environmental concerns that may arise including but not limited to, water quality and *floodplain* concerns, native vegetation and *habitat* conservation and maintenance, the proposed site grading, and the protection of *environmentally sensitive features.*

Sec. 108-1.2. General provisions.

A. Recording any assemblage, split, or subdivision of land with the county recorder's office, without prior review and approval by the city in accordance with the provisions of this ordinance will not create a legal *lot* and *building permits* will not be issued.
B. All land divisions and subdivisions must result in the creation of *lots* that are developable and capable of being built upon. No land division or subdivision shall create *lots* that are impractical of improvement due to location of water courses, problems of *sewer*age or driveway *grade*s, steepness of terrain, or natural physical conditions.
C. ~~Where, in the opinion of the council, and after review by the community development director and the city engineer, there may exist extraordinary conditions of topography, land *ownership* or *adjacent* development, or other circumstances not provided for in the LDO or this chapter, the council may modify t~~These provisions may only be modified in accordance with A.R.S. § 9-462.06 and S.M.C. § 102-6.5. ~~such a manner and to such an extent as it may deem appropriate to the public interest. In modifying the standards or requirements the City council may make such additional requirements as appear necessary to secure substantially the objectives of the standards or requirements so modified.~~
D. The regulations herein apply to subdivisions and any other division of land within the city creating a legally developable *lot.* For a legally enforceable division or assemblage of property to occur in the City of Surprise, any properties assembled, split, or *subdivided* must be approved by the city through one (1) of the following means:
    1. *Map of dedication*;
    2. *Minor land division*, *lot line adjustment*, or *parcel assemblage*;
    3. Subdivisions;
    4. Condominium *plat.*

Sec. 108-1.3. Map of dedication.

A. A *map of dedication* may be *used* to dedicate land to the city or other public agency or to grant an easement to the city for *roadway*, drainage, flood control, utilities, emergency or service vehicle *access*, or other public *uses.*
B. A *map of dedication* shall be *used* for the purpose of dedicating property to the city or public agency such as but not limited to *street rights-of-way*.
C. A *map of dedication* will be prepared and processed in accordance with procedures and requirements for a subdivision *final plat.*

Sec. 108-1.4. Minor land division, lot line adjustment, or parcel assemblage.

A. The provisions of a *minor land division* will only apply to *original lots.*
B. The community development director or designee will determine the specific *plat* submittal requirements necessary for appropriate review of the *minor land division*, *lot line adjustment* or *parcel assemblage* at the time of the concept review meeting.

C. If the community development director or designee, in concurrence with the city engineer, finds that the proposed *minor land division*, *lot line adjustment*, or *parcel assemblage* meets all of the requirements of the LDO and the PEDS, the *plat* will be approved and the community development director and city engineer will date and sign the approval block on the *plat.*

D. After approval, city will record the *plat* and the *applicant* will pay to the city the fee charged by the county recorder.

E. An *applicant* aggrieved by the decision of the community development director may file for an appeal of the decision to the board of adjustment.

Sec. 108-1.5. Subdivisions.

E. Amended or corrected final plat overview.

1. If, after the approval and recording of a *final plat*, errors are found in the language or numbers on the *recorded plat*, the *subdivider/applicant* shall file a properly signed, corrected or revised *final plat* ~~original Mylar~~ with the community development director. The *plat* shall be noted "corrected plat" under the name of the subdivision. Notations shall be made on the face of the *plat* listing all corrections made and the book and page numbers where the original *plat* was recorded. The community development director shall review the *plat* for corrections, secure the proper signatures on the corrected *plat* and send to the county recorder for recording. The recording of the corrected *plat* shall void the incorrect original *plat*~~, and the county recorder shall note "void" across the face of the incorrect *plat*~~.

Chapter 108 LAND DIVISION AND SUBDIVISION REGULATIONS
ARTICLE II. REPORTS, PLANS, AND DESIGN STANDARDS

Sec. 108-2.1. General requirements.

D. Where a tract of land to be *subdivided* contains all or any part of a *park*, *school*, flood control facility, or other *public improvement* or facility as shown in the *General Plan* such site shall be either dedicated to the public or reserved for acquisition by the city, appropriate public agency, or land trust within a specified time period. A development agreement shall be prepared between the *subdivider* and the city, appropriate agency, or land trust regarding the time, method and cost of land acquisition. Said acquisition shall be completed within one (1) year from the date of recording the *final plat*, or within such extensions of time as may be mutually agreed upon. In the event a development agreement cannot be reached between the *subdivider* and the city, agency, or land trust relative to the acquisition of the land, the city council shall make a determination relative to the reserved area's compliance with the requirements of this chapter for subdivision.

E. Pursuant to A.R.S. § 9-463.01, the City Council shall either determine that certain lands may not be subdivided, by reason of adverse topography, periodic inundation, adverse soils, subsidence of the earth's surface, high water table, lack of water or other natural or manmade hazard to life or property, or control the lot

size, establish special grading and drainage requirements and impose other regulations deemed reasonable and necessary for the public health, safety or general welfare on any lands to be subdivided affected by such characteristics. ~~Land that is subject to periodic flooding, cannot be properly drained, has unstable soils or slopes, rock formations, adverse earth formations or topography, major utility easements or land which is otherwise unsuitable for subdivision *use* due to safety, health and welfare concerns, shall not be *subdivided* but shall be set aside for *uses* that shall not involve such a danger. The city council may approve subdivision of such land upon receipt of evidence provided by the *applicant* and approved by the city engineer or designee that the construction of specific improvements can be expected to render the land suitable; thereafter, construction upon such land shall be prohibited until the specified improvements have been planned and construction guaranteed.~~

Chapter 108 LAND DIVISION AND SUBDIVISION REGULATIONS
ARTICLE III. SUBMDIVISION CONSTRUCTION, INSPECTION AND ACCEPTANCE

Sec. 108-3.2. Financial assurance options.

A. There are two (2) *financial assurance* options related to the timing of the construction of the required subdivision *improvements* and the recordation of the *final plat* available to the *subdivider/applicant.* Following the review and approval of all subdivision *improvements plans* and final reports, and after securing all certifications and written proof of service from all applicable agencies, utilities, and/or districts the *subdivider/applicant* may choose to follow one (1) of the two (2) development options outlined below.

1. *Financial assurance*/record *plat*. The *subdivider/applicant* provides a "construction of improvements *financial assurance*" to the city and recordation of the *final plat* occurs prior to, or in conjunction with, construction of the subdivision improvements.
   a. The *subdivider/applicant* provides the required form of financial guarantee, acceptable to the city attorney, which assurance construction of all of the required subdivision improvements (see Section 108-3.1 herein for information on the amount and specific forms of *financial assurance*s accepted by the city).
   b. The city engineer and community development director approve and subsequently transmit the *final plat* for recordation. After a *final plat* has been recorded, the city engineer may, in his/her discretion, allow a *subdivider/applicant* to substitute one (1) type of *financial assurance* for another.
   c. In the event the *subdivider/applicant* fails to initiate construction within twelve (12) months of approval, and after reasonable notice to the *subdivider/applicant* of default, the city may choose to take formal action to either abandon the recorded *final plat* or to do/have done all

work; in which case the *financial assurance* instrument will be charged with all costs and expenses incurred.

d. The community development director may, upon proof of difficulty, approve a one-time extension of the completion date for a maximum of an additional twelve (12) months provided the "construction of improvements *financial assurance*" form is amended by the *subdivider/applicant* to cover the extended time period.

2. *Alter*native assurance agreement. In lieu of providing a "construction of improvements *financial assurance*" to the city, the recording of the approved *final plat* is withheld until after all required *public improvement*s have been completed by the *developer* and approved for acceptance by the city.

a. The *subdivider/applicant* submits an executed standard contract (*alter*native assurance agreement), as approved by the city attorney, regarding the installation of improvements. The contract shall require that all improvements be completed no later than twelve (12) months from the date the *final plat* was approved ~~by the city council~~ by the City ~~council~~ and that no *lot* may be sold. The terms of this contract shall run with the land and shall be binding upon all subsequent *subdivider*s and shall survive the expiration or other termination of this agreement.

b. The *subdivider/applicant* pays the construction permit fees and the city issues a construction permit for the subdivision improvements.

c. All improvements and construction shall be in conformance with the approved subdivision improvement plans. When the completed improvements are inspected and approved by the city engineer and a warranty of improvements *financial assurance* is submitted to cover the completed improvements the community development director will transmit the *final plat* to the county for recordation and the sale of *lots* may commence.

d. If the *subdivider/applicant* fails to initiate construction within twelve (12) months from the date of ~~council~~ approval, the council shall take formal action to rescind approval of the *final plat* which shall then become null and void and of no force or effect.

e. A request for a one-time extension to the required completion of the improvements may be approved by the city for an additional twelve (12) month period. A revised alternative improvements contract, as approved by the city attorney, regarding the construction of the unfinished portions of the improvements shall be submitted along with the request for the time extension.

f. Should the construction of improvements be found to be contrary to the improvement plans or contrary to good construction practices, the recordation of the *final plat* shall be withheld until appropriate construction remedies are made to the satisfaction of the city engineer.

Sec. 108-3.2.1. Deferral of required improvements.

A. The city council may defer or delay installation of development-required improvements to coincide with *adjacent* work, future planning, or because of incompatible *grade*s, inadequacy or lack of connecting facilities, or for some other suitable reasons.

B. Whenever the city council defers the requirement to construct and install any improvement, the *subdivider/applicant* shall pay to the city at the time of *final plat* approval their proportionate share of the costs of constructing and installing such improvement in the future, as determined by the city engineer. Alternatively, at the city council's option, the *applicant* may post a financial or other guarantee, as provided in this section, ensuring completion of said improvements upon demand of the city council. ~~The mayor shall not sign the *final plat* and t~~The *final plat* shall not be recorded until the requirements of this subsection have been satisfied.

Sec. 108-3.3. Construction, inspection, and completion of improvements.

A. The *subdivider/applicant* shall pay for all costs of constructing and removing temporary facilities and improvements required by the C~~c~~ity ~~council~~ and shall maintain the same for the period of construction.

FS25-0479 – Self Certification and Administrative Approvals ZTA

Legislative Edits

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

SURPRISE
ARIZONA

COMMUNITY DEVELOPMENT
CITY OF SURPRISE
16000 N. CIVIC CENTER PLAZA
SURPRISE, AZ 85374
T. 623·222·3000

Citizen Participation Report

Zoning Text Amendment Legislative Updates

FS25-0479, FS25-0481 & FS25-0482

September 18, 2025

PROJECT DESCRIPTION

The city has initiated this Zoning Text Amendment (ZTA) to the Surprise Municipal Codes and Land Development Ordinances (LDO), amending several sections of code to be in conformance with recent legislative updates. As part of these changes, these amendments propose the following:

- Corrections to scrivener's errors, incorrect references, and other minor cleanup items that will improve overall clarity and consistency.
- Amendments to language regarding administrative approvals, in conformance with HB2447 (2025).
- Amendments to language regarding middle housing, in conformance with HB2721 (2024).
- Amendments to language regarding noise and construction start times, in conformance with SB1182 (2025).

ADVERTISING

The meeting was advertised in the Phoenix Independent (formerly the Daily Independent) on Friday, August 22, 2025 and the Surprise Independent on Wednesday, August 27, 2025, and published on the City website.

MEETING DESCRIPTION & ATTENDANCE

The meeting was held at Surprise Regional Library in the Programming Room on September 17, 2025 at 6 p.m. Staff received one (1) email inquiry regarding the text amendments, 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 email recipient and answered by City staff.

From: Tiffany Copp
To: [redacted] Trever Fleetham; Christina Sexton
Cc: [redacted] Mindy Davis; [redacted]
Subject: RE: CivicPlus Notification
Date: Thursday, September 18, 2025 9:17:00 AM

Kimberly,

There are no plans for staff-initiated zoning ordinance amendments to follow these proposed changes.

Staff does, however, have an applicant-initiated text amendment that was submitted to us in 2024 where the applicant is seeking to modify some of the definitions and requirements for townhome/ duplex development so this product can go on infill lots (undeveloped lots remaining between developed lots. Example: south side of Greenway Road just west of Litchfield Road). @Christina Sexton or @Trever Fleetham, if we have a draft of *that* proposed text amendment that is in shareable form, can you please provide a copy to Kimberly and Michele for their review; or at minimum, keep them on the list to share with when the draft is ready for prime time?

Thank you,

Tiffany Copp
623-222-3020

NOTICE: By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with a City employee, you agree and acknowledge that: (1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; (2) any information provided by a City employee is not the equivalent of a title report or a real estate survey; (3) you are responsible for independently researching and verifying the information; (4) a City employee is not authorized to bind the City in any manner, except by formal Zoning Administrator determination; and (5) any error, omission, incorrect information, or false information provided by a City employee shall not give rise to any liability on behalf of the City.

From: Kimberly Virostek [redacted]
Sent: Wednesday, September 17, 2025 5:31 PM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]; Trever Fleetham <Trever.Fleetham@surpriseaz.gov>; Mindy Davis <Mindy.Davis@surpriseaz.gov>; Rural Residents Surprise [redacted]
Subject: Re: CivicPlus Notification

*****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 for bringing attention to that. I still feel that without restrictions on what can be charged to the people attempting to secure middle housing as their residence, this will be unlikely to truly solve the problems people are facing, but will unfortunately be likely to further line the pockets of developers and landlords.

Will there be any zoning ordinance amendments to follow?

Appreciate the sharing of information. Thank you as always.

-Kimberly

On Sep 17, 2025, at 3:51 PM, Tiffany Copp <tiffany.copp@surpriseaz.gov> wrote:

Kimberly-

I failed to point this out in my earlier email, but hoping you saw it in the bill, there is a penalty clause that if cities don't adopt an ordinance in conformance with this bill by January 1, 2026, middle housing will be allowed throughout the city and not just limited to 22%. Again, let us know if you (or your community) have further questions.

Thank you,

Tiffany Copp
623-222-3020

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From: Tiffany Copp
Sent: Wednesday, September 17, 2025 1:59 PM
To: 'Kimberly Virostek' [redacted]
Cc: Michele Staples [redacted]; Trever Fleetham <Trever.Fleetham@Surpriseaz.gov>; Mindy Davis <Mindy.Davis@surpriseaz.gov>
Subject: RE: CivicPlus Notification

Kimberly,

Attached is a map that will be in the presentation showing the 22% of the City this will apply to… you are looking for the brown areas within the yellow and black dashed lines and outside of the blue boxes. So yes, this bill potentially affects the areas around your community. The State has effectively tied the city's hands in the matter forcing us to allow these changes as a permitted uses. It remains to be seen how many developers *will* actually utilize this new bill language, though.

Tiffany Copp
623-222-3020

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From: Kimberly Virostek [redacted]
Sent: Wednesday, September 17, 2025 1:04 PM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]; Trever Fleetham <Trever.Fleetham@surpriseaz.gov>; Mindy Davis <Mindy.Davis@surpriseaz.gov>
Subject: Re: CivicPlus Notification

*****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 for the info.

Would HB2721 apply to the developments surrounding our community, or does the auxiliary Luke airfield negate this? If it does apply, can you confirm if it is just for new developments that haven't yet gone through approval processes?

-Kimberly

On Sep 15, 2025, at 5:33 PM, Tiffany Copp <tiffany.copp@surpriseaz.gov> wrote:

Kimberly,

Attached are drafts of the proposed text amendments going forward as part of the legislative updates to P&Z and council. We are bringing these items forward to amend city code to conform with recent statutory changes implemented by the state legislature, as follows:

1. FS25-0482 concerns construction start times and summertime hours. Our code already exceeds what state statute now requires so the changes are minimal. (SB1182)
2. FS25-0479 concerns administrative approvals. The law now **requires** certain entitlements to be processed administratively instead of leaving cities the option to do administratively or not. (HB2447)
    1. The bill also requires the city to allow applicants with a history of following the building codes to have expedited permit review. The city does not currently offer expedited review because our review times are already exceptional, comparatively, so we will be putting a program together for this. You will not see this last section reflected in the text amendment as there is no text to change to accommodate the expedited review, but we will make mention of this during staff presentation and we will be proposing new fees to accommodate the expedited review process, in line with what other cities already charge.
3. FS25-0481 concerns allowing middle housing and developing standards to encourage that development type in cities. (HB2721)
    1. Note that this bill does not apply to areas in the vicinity of a military airport, so only 22% of our city would be affected by this bill. Those areas are largely undeveloped today.

Please let me know if you have any questions. Thanks!

Tiffany Copp
623-222-3020

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From: Kimberly Virostek [redacted]

Sent: Tuesday, September 9, 2025 9:08 AM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]
Subject: Re: CivicPlus Notification

*****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, much appreciated.

-Kimberly

On Sep 9, 2025, at 7:42 AM, Tiffany Copp <tiffany.copp@surpriseaz.gov> wrote:

Good Morning,

I'm still going back and forth with our internal team on some revisions, but I will absolutely send you the text changes when they're ready... should be within the next day or so.

Good luck with your pup!

Tiffany Copp
623-222-3020

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From: Kimberly Virostek [redacted]
Sent: Monday, September 8, 2025 8:28 AM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]
Subject: CivicPlus Notification

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

Greetings Tiffany,

I hope this email finds you well.

I'm reaching out about the upcoming zoning text amendments related to administrative approvals, middle housing and construction start times; cases FS25-0479, FS25-0481 and FS25-0482.

My pup has neuter surgery on Sept 17 so I likely won't be able to make it to the meeting to review the changes and I'm hoping you can send me the text via email for review.

Thank you for your assistance.

Respectfully,

-Kimberly

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

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.
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<01-FS25-0482 Draft Legislative Edit.pdf>

<01-FS25-0479_Draft Leg Edit CLEAN.pdf>

<HB2721_Middle Housing_Leg Edit_TF EDITS_082125.pdf>

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.
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ZONING TEXT AMENDMENT – LEGISLATIVE UPDATES

FS25-0479, FS25-0481 & FS25-0482

Planning & Zoning Commission

October 02, 2025

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ARIZONA

Background

56th & 57th Arizona State Legislature passed a series of bills with the intent to increase administrative approvals, require middle housing, and modify construction start times.

- Staff initiated a series of three text amendments to conform with these changes.
- Other bills of note are included for discussion only.

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Background

Bills Requiring Text Amendments - FOR ACTION	Awareness/ Honorable Mention Only – FOR INFORMATION
HB2447: Administrative Approvals	**SB1529:** Housing Design Plans
HB2721: Middle Housing (56th Leg)	**SB1308:** Sober Living Homes
SB1182: Construction Start Times	

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Summary of Changes: HB2447

HB2447- Administrative Approvals:

Proposes further modifications to the administrative approvals process. Changes to the bill further restrict what cities “shall” do, requiring:

- At-risk submittals for certain on-site preliminary grading and drainage work
- Applicants with a “…history of compliance with building codes…” to be eligible for expedited permit review

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Summary of Changes: HB2447

HB2447 affects the following sections of the City Code:

- 101-2.2 - Glossary of Terms
- 102-2.1 - Procedure Types
- 108-1.2 - General Subdivision Processes
- 108-1.4 - Minor Land Division
- 108-1.5 - Amended/ Corrected Final Plat
- 108-2.1 - General Requirements
- 108-3.2 - Financial Assurances
- 108-3.2.1 - Deferral of Required Improvements

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Summary of Changes: HB2447

HB2447 affects the following sections of the City Code:

- 108-3.3 – Construction Inspection and Completion

The amendment also proposes striking sections 102-5.5 and 102-5.6, as they should have been stricken with the previous text amendment for Administrative Approvals, brought forth in December of 2024.

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Building Plan Review Time Comparison

City	Standard Review Time	Comment
Avondale	16 days first / 8 days resubmittal	All building permit types
Goodyear	5-25 days first / 5 days resubmittal	Review times vary by permit type with 5 days for simple residential (patio) and new commercial 25 days.
Peoria	5-18 days first/ resubmittals vary	Review and resubmittal times vary by project type with simple residential (patios) at 5 days and new commercial at 18. Resubmittals decline by 1-2 days thereafter per subsequent review.
Glendale	10-25 days/ resubmittals vary	Review times and resubmittals vary by project type.
Phoenix	5-45 days/ resubmittals vary	Review and resubmittal times vary by project type with simple plot plan at 5 days and new commercial at 45. Resubmittals vary thereafter per subsequent review.
Scottsdale	8-28 days/ resubmittals unknown	Resubmittal days not noted online
Surprise	4-16 days first/ 1-8 days resubmittal	

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Building Plan Review Fee Comparison

City	Expedited Review Fee	Comment
Avondale	Double the standard plan review fee	
Goodyear	Double the standard plan review fee	
Peoria	200% of normal plan review fee	Minimum $1,000
Glendale	300% of normal plan review fee	
Phoenix	3x basic plan review fee	
Scottsdale	2x basic plan review fee	An additional 20% is added if third review required
Surprise	None	None

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Fees: HB2447

Due to already exceptional review times, expedited plan review has not been offered in the city.

With the required change, Staff proposes an expedited review fee of:

- Double the standard plan review fee
- Minimum $1,000
- Additional 20% required for third review and beyond
- Fee will be brought forward for action at a subsequent meeting

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Summary of Changes: HB2721

HB2721- Middle Housing:

Requires that, on or before January 1, 2026, the city adopt an ordinance and regulations for the development of middle housing (duplexes, triplexes, fourplexes & townhomes) as permitted use on all lots:

- Zoned for single family residential within one mile of a central business district
- At least 20% of more than 10 contiguous acres

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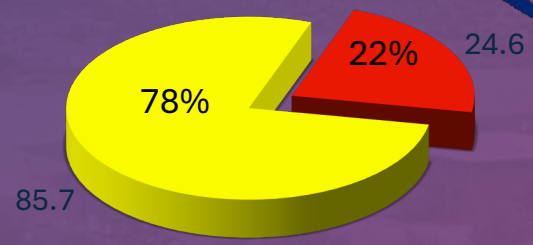
Summary of Changes: HB2721

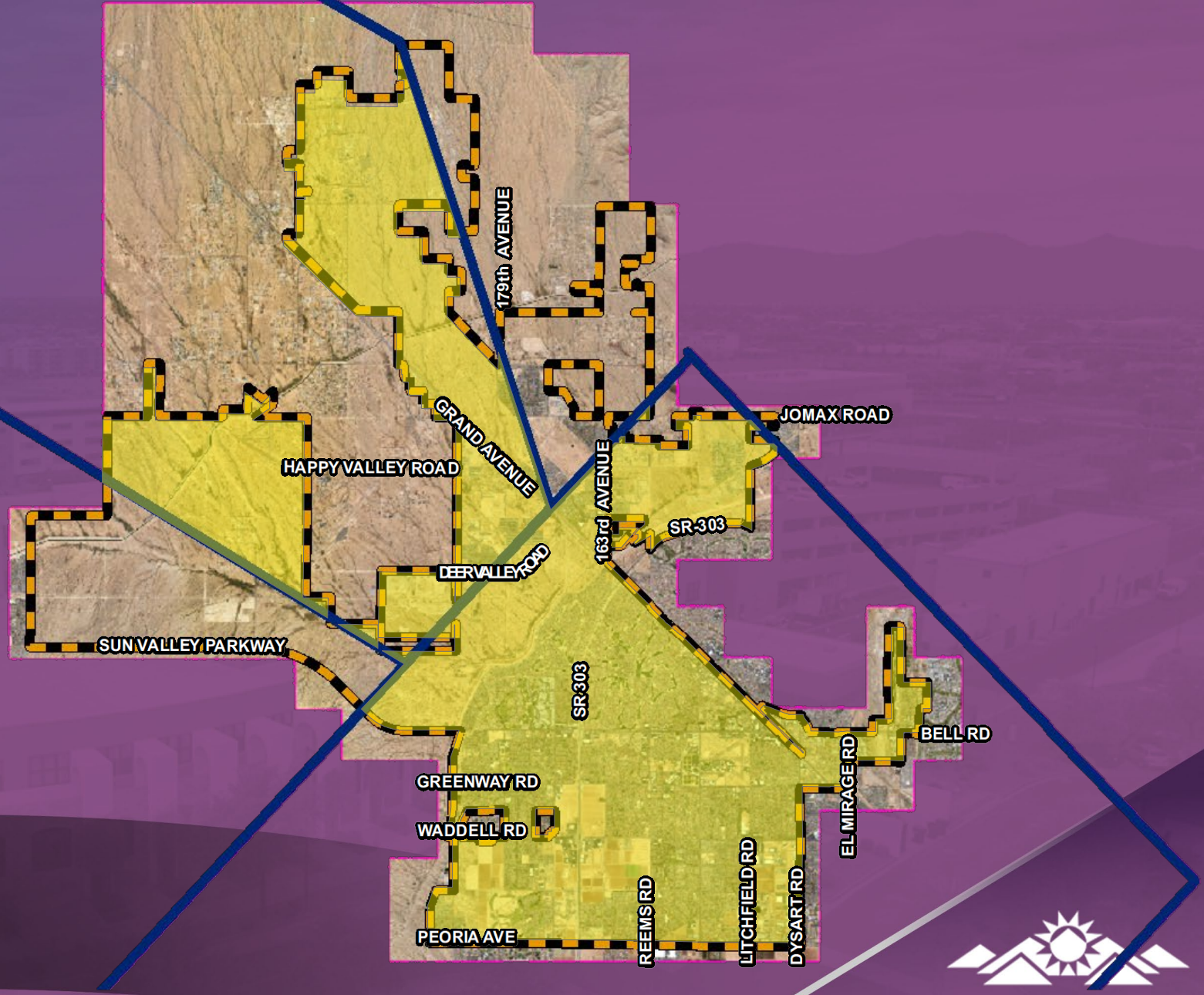
HB2721 does not apply to land within the vicinity of a military airport.

However, the bill also states that if a city doesn't adopt a conforming ordinance and design guidelines by the required date, middle housing shall be allowed on all lots zoned for single family residential use without limitations.

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Square Miles





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Summary of Changes: HB2721

HB2721 further states a municipality may not:

- Discourage the development of middle housing
- Restrict middle housing types to less than two floors
- Restrict the floor area ratio to less than 50%
- Restrict permitting or plan review requirements
- Require owner/occupancy of any structure
- Require structures to be sprinklered/ comply with commercial requirements
- Require more than 1 off-street parking space per unit

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Summary of Changes: HB2721

HB2721 affects the following sections of the City Code:

- Section 112-1.1
- Section 112-2.1
- Section 112-3.1

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Summary of Changes: SB1182

SB1182- Noise and Construction Start Times:

Prohibits a municipality from adopting any noise ordinance that limits construction between May 1 and October 15 of each year between the hours of 5am and 7pm:

- Allows for the pouring of concrete to occur one hour before the construction start time

SB1182 affects the following sections of the City Code:

- 34-105 - Noise
- 104-1.7 - Noise and Vibration Standards

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Summary of Changes: SB1182

Current code already exceeds the parameters of the legislative changes by allowing construction to occur between 5am and 9pm.

Within section 34-105 the exception for concrete to be poured an hour earlier was added.

Section 104-1.7 was updated to reference back to the updated section 34-105 for consistency.

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Housing Design Plans: SB1529

Updates A.R.S. § 9-461.19 to require a municipality to:

- Establish standard approved housing design plans or a preapproved housing design plan program with the following classes :
  - Class 1: Single Family – Have three approved housing designs ranging in size from 800 to 2,000 sq. ft. by July 1, 2026
  - Class 2: Duplexes - Have three approved housing designs ranging in size from 400 to 1,000 sq. ft. by January 1, 2027
  - Class 3: Triplexes - Have three approved housing designs ranging in size from 400 to 1,000 sq. ft. by January 1, 2027
  - Class 4: Triplexes - Have three approved housing designs ranging in size from 400 to 1,000 sq. ft. by January 1, 2027

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Sober Living Homes: SB1308

PASSED this legislative session!

Updates A.R.S. § 9-462.14 to require a municipality to:

- ✓ Establish a procedure to request deviation/ reasonable accommodation from distance requirements between SLH's
- ✓ City cannot reclassify a single-family home to commercial because of an SLH
- ✓ Ensure city's definition of SLH matches the expanded state definition

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Sober Living Homes: SB1308

The bill further:

- Makes patient brokering unlawful
- Clarifies the State licensing requirements and standards through the Department of Health Services (DHS)
    - Expands sobriety requirements and testing
    - Requires policies and procedures
    - Requires a “good neighbor” policy
    - Requires accounting practices of the operators
    - Requires operators to post notice of patient/ resident rights openly
    - Requires operator fingerprinting

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Sober Living Homes: SB1308

The bill further:

- Requires SLH's to "obtain and maintain" current documentation from the local jurisdiction confirming compliance with all zoning, building code and fire code requirements
- Includes a statement of "Legislative Findings" supporting the protection of residents living in these homes and the community at large from unscrupulous operators
- Sets a series of penalties for non-conformance that DHS can enact
- Requires information sharing between DHS and local jurisdictions

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Neighborhood Outreach

September 17, 2025 at 6:00 PM
Surprise Regional Library
Public Attendance: 1
Public Inquiry via email: 1

Questions raised were related to the Middle Housing bill and included:

- General questions about what defines middle housing
- Questions about the impact to specific areas of the city if the bill passes.

Feedback was neither in direct support or opposition to the bill.

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Text Amendment Timeline

9/17/2025	• Neighborhood Meeting
10/02/2025	• P&Z Commission
11/04/2025	• City Council Meeting



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Recommendation

Staff recommends the Commission recommend approval of the proposed Zoning Text Amendments (ZTA) to conform with recent legislative updates to the Mayor and City Council.

This will require three separate actions; one for each planning case.

- Ordinance 2025-21, FS25-0479: Administrative Approvals
- Ordinance 2025-18, FS25-0481: Middle Housing
- Ordinance 2025-17, FS25-0482: Construction Start Times

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Questions or Comments?

THANK YOU

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CITY OF SURPRISE
Planning & Zoning Commission

Council Meeting Date: October 2, 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 recent legislative updates regarding noise and construction start times. Case # FS25-0482.

Motion:
I move to recommend approval of the Zoning Text Amendment for noise and construction start times, Case # FS25-0482.

I move to recommend denial of the Zoning Text Amendment for noise and construction start times, Case # FS25-0482 because insert reason.

Background:
In 2025, the Arizona State Legislature passed a series of bills aimed at reducing municipal review timeframes for development and reducing housing costs by modifying various zoning and development requirements for municipalities. As a result, impacted municipalities are required to act to modify conflicting codes to conform with many of these bills.

SB1182: “Construction Start Times” prohibits a municipality from adopting any noise ordinance that limits construction between May 1 and October 15 of each year between the hours of 5am and 7pm and allows for the pouring of concrete one hour before the construction start time.

Objective Analysis:

Policy Compliant:

Financial Impact:
The financial 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-FS25-0482 ZTA for Legislative Updates - PZ Staff Report
2. 01-FS25-0482 Draft Legislative Edit
3. 02- FS25-0482_Citizen Participation Report
4. Leg Update ZTA Presentation

ZONING TEXT AMENDMENT

REPORT TO THE PLANNING AND ZONING COMMISSION

Case:	**FS25-0482**
Project Name:	Zoning Text Amendment Noise and Construction Start Times
Council District:	Citywide
Meeting Date:	**October 02, 2025**
Planner:	Tiffany Copp, Assistant Director

Applicant:	City of Surprise
Request:	Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to recent legislative updates regarding noise and construction start times. Case # FS25-0482.
General Plan Conformance:	The proposal is consistent with the Surprise General Plan 2040.
Support/Opposition:	None known
Staff Recommendation:	Staff recommends the Commission recommend **approval** of the proposed Zoning Text Amendment (ZTA) for noise and construction start times to conform with recent legislative updates, case FS25-0482, to the Mayor and City Council.

BACKGROUND:

In 2025 the Arizona State Legislature passed a series bills aimed at reducing municipal review timeframes for development and reducing housing costs by modifying various zoning and development requirements for municipalities. As a result, impacted municipalities are required to act to modify conflicting codes to conform with many of these bills.

SB1182: “Construction Start Times” prohibits a municipality from adopting any noise ordinance that limits construction between May 1 and October 15 of each year between the hours of 5am and 7pm and allows for the pouring of concrete one hour before the construction start time.

ANALYSIS AND DISCUSSION:

The proposed Zoning Text Amendment includes several additions, deletions and modifications throughout Chapters 34 and 104 of the Surprise Municipal Code, in an effort to bring the city's codes into conformance with the recently adopted legislative changes. Detailed changes are outlined in the attached Zoning Text Amendment draft.

CONFORMANCE WITH ADOPTED PLANS:

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

CITIZEN PARTICIPATION:

An outreach meeting was held at Surprise Regional Library on Wednesday September 17, 2025 at 6:00PM. There was one member of the public in attendance and one email inquiry received regarding this case. There were no questions or concerns raised regarding the noise and construction start times text amendment.

SUMMARY:

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

RECOMMENDATION:

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

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

Recommended Motions:

I move to a recommend approval of the Zoning Text Amendment for noise and construction start times to conform with recent legislative updates, Case # FS25-0482.

I move to recommend denial of the Zoning Text Amendment for noise and construction start times to conform with recent legislative updates, Case # FS25-0482 because insert reason.

Attachments:
01 ZTA Draft Legislative Edit
02 Citizen Participation Report
PowerPoint

FS25-0482 –Summertime Construction Hours

Legislative Edits

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

Chapter 34 – Offenses and Miscellaneous Provisions

ARTICLE V. OFFENSES INVOLVING PUBLIC PEACE AND ORDER

SEC. 34-105. - Noise

(d) It shall be unlawful for any person to perform any construction or repair work, or operate any construction-type equipment or device within or adjacent to any residential zone ~~or within any residential designation within a planned area development (PAD) zone~~ between the hours of 9:00 p.m. and 5:00 a.m. which causes to be made or continued any loud, unnecessary or unusual noise that disturbs the peace and quiet of any neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitivities residing in the area.

i. Exception. Throughout the year, concrete is allowed to be poured at least one hour before the time that general construction activities are regularly scheduled to begin.

ii. City projects and emergency repairs. This prohibition shall not apply to persons performing construction or repair work, or operating any construction-type equipment or device in connection with public works projects or to a person performing emergency repairs.

Chapter 104 – Fundamental Development Requirements

ARTICLE I. IN GENERAL

SEC. 104-1.7. - Noise and vibration standards

A. Noise restrictions. Land uses and/or activities shall not result in or generate any noise perceptible beyond the boundaries of the immediate site in violation of the noise regulations in this Code.

B. Vibration. Every use shall be so operated that the ground vibration inherently and recurrently generated by the permitted use is not discernable, at any point beyond the site property line, without instruments.

C. Construction of buildings and equipment operations. Any construction or repair work, or operation of any construction-type equipment or device(s) ~~within any residential zone or within any residential designation within a planned area development (PAD) zone shall be unlawful within the hours of 9:00 p.m. to 5:00 a.m.~~ shall comply with the requirements of SEC. 34-105(d).

D. Property maintenance. Any outdoor maintenance or cleaning of private property that includes but is not limited to sweepers, tree or weed trimmers, leaf blowers, and lawn mowers shall be unlawful within the hours of 9:00 p.m. to 5:00 a.m., except when the work is associated with an emergency operation or public improvement, and subject to the provisions of this section and any noise control ordinances within this Code.

SURPRISE
ARIZONA

COMMUNITY DEVELOPMENT
CITY OF SURPRISE
16000 N. CIVIC CENTER PLAZA
SURPRISE, AZ 85374
T. 623·222·3000

Citizen Participation Report

Zoning Text Amendment Legislative Updates

FS25-0479, FS25-0481 & FS25-0482

September 18, 2025

PROJECT DESCRIPTION

The city has initiated this Zoning Text Amendment (ZTA) to the Surprise Municipal Codes and Land Development Ordinances (LDO), amending several sections of code to be in conformance with recent legislative updates. As part of these changes, these amendments propose the following:

- Corrections to scrivener's errors, incorrect references, and other minor cleanup items that will improve overall clarity and consistency.
- Amendments to language regarding administrative approvals, in conformance with HB2447 (2025).
- Amendments to language regarding middle housing, in conformance with HB2721 (2024).
- Amendments to language regarding noise and construction start times, in conformance with SB1182 (2025).

ADVERTISING

The meeting was advertised in the Phoenix Independent (formerly the Daily Independent) on Friday, August 22, 2025 and the Surprise Independent on Wednesday, August 27, 2025, and published on the City website.

MEETING DESCRIPTION & ATTENDANCE

The meeting was held at Surprise Regional Library in the Programming Room on September 17, 2025 at 6 p.m. Staff received one (1) email inquiry regarding the text amendments, 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 email recipient and answered by City staff.

From: Tiffany Copp
To: [redacted] Trever Fleetham; Christina Sexton
Cc: [redacted] Mindy Davis; [redacted]
Subject: RE: CivicPlus Notification
Date: Thursday, September 18, 2025 9:17:00 AM

Kimberly,

There are no plans for staff-initiated zoning ordinance amendments to follow these proposed changes.

Staff does, however, have an applicant-initiated text amendment that was submitted to us in 2024 where the applicant is seeking to modify some of the definitions and requirements for townhome/ duplex development so this product can go on infill lots (undeveloped lots remaining between developed lots. Example: south side of Greenway Road just west of Litchfield Road). @Christina Sexton or @Trever Fleetham, if we have a draft of *that* proposed text amendment that is in shareable form, can you please provide a copy to Kimberly and Michele for their review; or at minimum, keep them on the list to share with when the draft is ready for prime time?

Thank you,

Tiffany Copp
623-222-3020

NOTICE: By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with a City employee, you agree and acknowledge that: (1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; (2) any information provided by a City employee is not the equivalent of a title report or a real estate survey; (3) you are responsible for independently researching and verifying the information; (4) a City employee is not authorized to bind the City in any manner, except by formal Zoning Administrator determination; and (5) any error, omission, incorrect information, or false information provided by a City employee shall not give rise to any liability on behalf of the City.

From: Kimberly Virostek [redacted]
Sent: Wednesday, September 17, 2025 5:31 PM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]; Trever Fleetham <Trever.Fleetham@surpriseaz.gov>; Mindy Davis <Mindy.Davis@surpriseaz.gov>; Rural Residents Surprise [redacted]
Subject: Re: CivicPlus Notification

*****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 for bringing attention to that. I still feel that without restrictions on what can be charged to the people attempting to secure middle housing as their residence, this will be unlikely to truly solve the problems people are facing, but will unfortunately be likely to further line the pockets of developers and landlords.

Will there be any zoning ordinance amendments to follow?

Appreciate the sharing of information. Thank you as always.

-Kimberly

On Sep 17, 2025, at 3:51 PM, Tiffany Copp <tiffany.copp@surpriseaz.gov> wrote:

Kimberly-

I failed to point this out in my earlier email, but hoping you saw it in the bill, there is a penalty clause that if cities don't adopt an ordinance in conformance with this bill by January 1, 2026, middle housing will be allowed throughout the city and not just limited to 22%. Again, let us know if you (or your community) have further questions.

Thank you,

Tiffany Copp
623-222-3020

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From: Tiffany Copp
Sent: Wednesday, September 17, 2025 1:59 PM
To: 'Kimberly Virostek' [redacted]
Cc: Michele Staples [redacted]; Trever Fleetham <Trever.Fleetham@Surpriseaz.gov>; Mindy Davis <Mindy.Davis@surpriseaz.gov>
Subject: RE: CivicPlus Notification

Kimberly,

Attached is a map that will be in the presentation showing the 22% of the City this will apply to… you are looking for the brown areas within the yellow and black dashed lines and outside of the blue boxes. So yes, this bill potentially affects the areas around your community. The State has effectively tied the city's hands in the matter forcing us to allow these changes as a permitted uses. It remains to be seen how many developers *will* actually utilize this new bill language, though.

Tiffany Copp
623-222-3020

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From: Kimberly Virostek [redacted]
Sent: Wednesday, September 17, 2025 1:04 PM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]; Trever Fleetham <Trever.Fleetham@surpriseaz.gov>; Mindy Davis <Mindy.Davis@surpriseaz.gov>
Subject: Re: CivicPlus Notification

*****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 for the info.

Would HB2721 apply to the developments surrounding our community, or does the auxiliary Luke airfield negate this? If it does apply, can you confirm if it is just for new developments that haven't yet gone through approval processes?

-Kimberly

On Sep 15, 2025, at 5:33 PM, Tiffany Copp <tiffany.copp@surpriseaz.gov> wrote:

Kimberly,

Attached are drafts of the proposed text amendments going forward as part of the legislative updates to P&Z and council. We are bringing these items forward to amend city code to conform with recent statutory changes implemented by the state legislature, as follows:

1. FS25-0482 concerns construction start times and summertime hours. Our code already exceeds what state statute now requires so the changes are minimal. (SB1182)
2. FS25-0479 concerns administrative approvals. The law now **requires** certain entitlements to be processed administratively instead of leaving cities the option to do administratively or not. (HB2447)
    1. The bill also requires the city to allow applicants with a history of following the building codes to have expedited permit review. The city does not currently offer expedited review because our review times are already exceptional, comparatively, so we will be putting a program together for this. You will not see this last section reflected in the text amendment as there is no text to change to accommodate the expedited review, but we will make mention of this during staff presentation and we will be proposing new fees to accommodate the expedited review process, in line with what other cities already charge.
3. FS25-0481 concerns allowing middle housing and developing standards to encourage that development type in cities. (HB2721)
    1. Note that this bill does not apply to areas in the vicinity of a military airport, so only 22% of our city would be affected by this bill. Those areas are largely undeveloped today.

Please let me know if you have any questions. Thanks!

Tiffany Copp
623-222-3020

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From: Kimberly Virostek [redacted]

Sent: Tuesday, September 9, 2025 9:08 AM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]
Subject: Re: CivicPlus Notification

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Thank you, much appreciated.

-Kimberly

On Sep 9, 2025, at 7:42 AM, Tiffany Copp <tiffany.copp@surpriseaz.gov> wrote:

Good Morning,

I'm still going back and forth with our internal team on some revisions, but I will absolutely send you the text changes when they're ready... should be within the next day or so.

Good luck with your pup!

Tiffany Copp
623-222-3020

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From: Kimberly Virostek [redacted]
Sent: Monday, September 8, 2025 8:28 AM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]
Subject: CivicPlus Notification

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

Greetings Tiffany,

I hope this email finds you well.

I'm reaching out about the upcoming zoning text amendments related to administrative approvals, middle housing and construction start times; cases FS25-0479, FS25-0481 and FS25-0482.

My pup has neuter surgery on Sept 17 so I likely won't be able to make it to the meeting to review the changes and I'm hoping you can send me the text via email for review.

Thank you for your assistance.

Respectfully,

-Kimberly

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

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<01-FS25-0482 Draft Legislative Edit.pdf>

<01-FS25-0479_Draft Leg Edit CLEAN.pdf>

<HB2721_Middle Housing_Leg Edit_TF EDITS_082125.pdf>

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.
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ZONING TEXT AMENDMENT – LEGISLATIVE UPDATES

FS25-0479, FS25-0481 & FS25-0482

Planning & Zoning Commission

October 02, 2025

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Background

56th & 57th Arizona State Legislature passed a series of bills with the intent to increase administrative approvals, require middle housing, and modify construction start times.

- Staff initiated a series of three text amendments to conform with these changes.
- Other bills of note are included for discussion only.

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Background

Bills Requiring Text Amendments - FOR ACTION	Awareness/ Honorable Mention Only – FOR INFORMATION
HB2447: Administrative Approvals	**SB1529:** Housing Design Plans
HB2721: Middle Housing (56th Leg)	**SB1308:** Sober Living Homes
SB1182: Construction Start Times	

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Summary of Changes: HB2447

HB2447- Administrative Approvals:

Proposes further modifications to the administrative approvals process. Changes to the bill further restrict what cities “shall” do, requiring:

- At-risk submittals for certain on-site preliminary grading and drainage work
- Applicants with a “…history of compliance with building codes…” to be eligible for expedited permit review

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Summary of Changes: HB2447

HB2447 affects the following sections of the City Code:

- 101-2.2 - Glossary of Terms
- 102-2.1 - Procedure Types
- 108-1.2 - General Subdivision Processes
- 108-1.4 - Minor Land Division
- 108-1.5 - Amended/ Corrected Final Plat
- 108-3.2 - Financial Assurances
- 108-3.2.1 - Deferral of Required Improvements

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Summary of Changes: HB2447

HB2447 affects the following sections of the City Code:

- 108-3.3 – Construction Inspection and Completion

The amendment also proposes striking sections 102-5.5 and 102-5.6, as they should have been stricken with the previous text amendment for Administrative Approvals, brought forth in December of 2024.

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Building Plan Review Time Comparison

City	Standard Review Time	Comment
Avondale	16 days first / 8 days resubmittal	All building permit types
Goodyear	5-25 days first / 5 days resubmittal	Review times vary by permit type with 5 days for simple residential (patio) and new commercial 25 days.
Peoria	5-18 days first/ resubmittals vary	Review and resubmittal times vary by project type with simple residential (patios) at 5 days and new commercial at 18. Resubmittals decline by 1-2 days thereafter per subsequent review.
Glendale	10-25 days/ resubmittals vary	Review times and resubmittals vary by project type.
Phoenix	5-45 days/ resubmittals vary	Review and resubmittal times vary by project type with simple plot plan at 5 days and new commercial at 45. Resubmittals vary thereafter per subsequent review.
Scottsdale	8-28 days/ resubmittals unknown	Resubmittal days not noted online
Surprise	4-16 days first/ 1-8 days resubmittal	

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ARIZONA

Building Plan Review Fee Comparison

City	Expedited Review Fee	Comment
Avondale	Double the standard plan review fee	
Goodyear	Double the standard plan review fee	
Peoria	200% of normal plan review fee	Minimum $1,000
Glendale	300% of normal plan review fee	
Phoenix	3x basic plan review fee	
Scottsdale	2x basic plan review fee	An additional 20% is added if third review required
Surprise	None	None

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Fees: HB2447

Due to already exceptional review times, expedited plan review has not been offered in the city.

With the required change, Staff proposes an expedited review fee of:

- Double the standard plan review fee
- Minimum $1,000
- Additional 20% required for third review and beyond
- Fee will be brought forward for action at a subsequent meeting

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Summary of Changes: HB2721

HB2721- Middle Housing:

Requires that, on or before January 1, 2026, the city adopt an ordinance and regulations for the development of middle housing (duplexes, triplexes, fourplexes & townhomes) as permitted use on all lots:

- Zoned for single family residential within one mile of a central business district
- At least 20% of more than 10 contiguous acres

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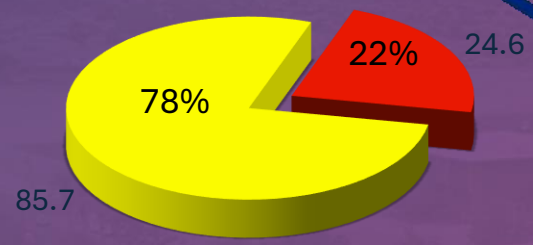
Summary of Changes: HB2721

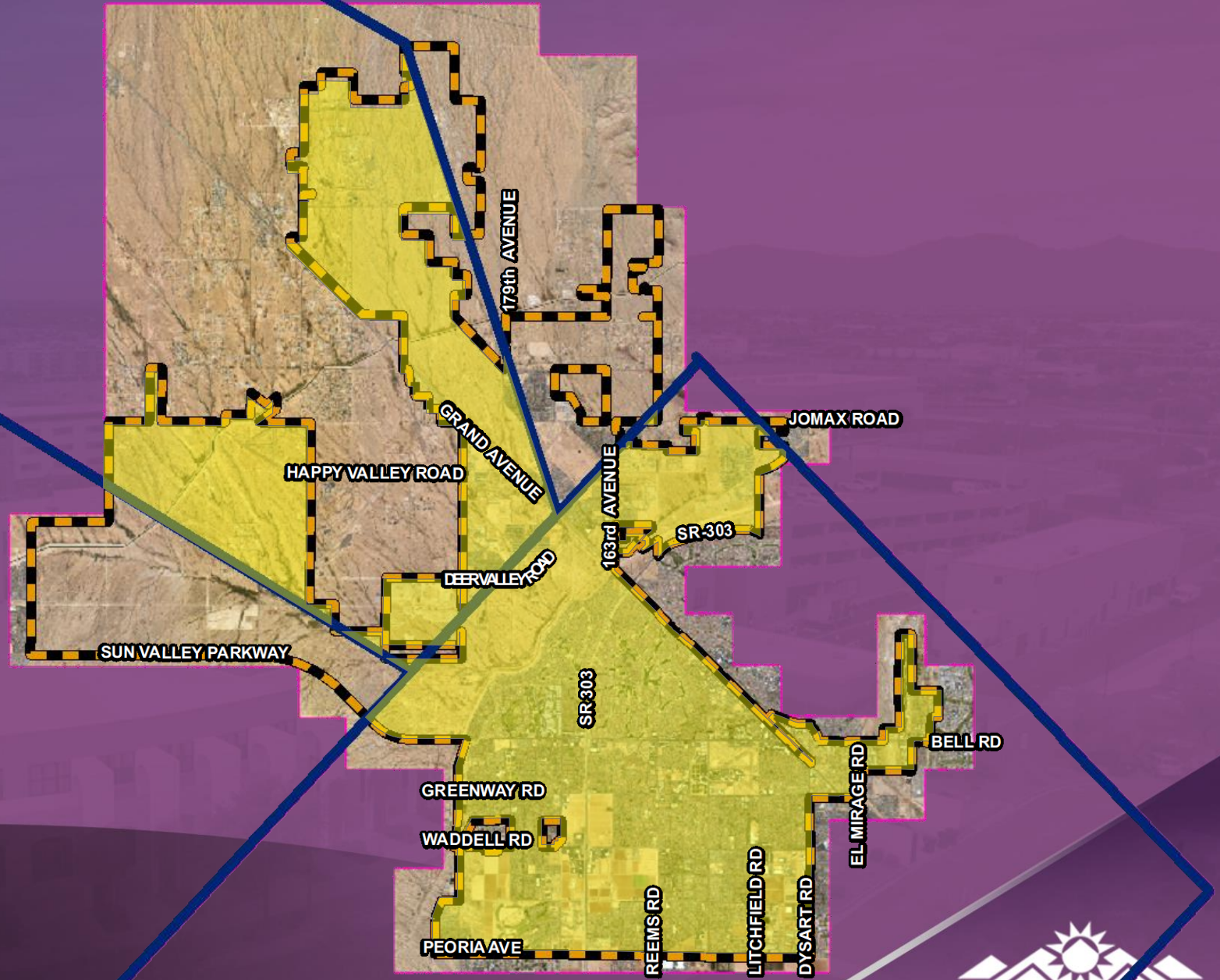
HB2721 does not apply to land within the vicinity of a military airport.

However, the bill also states that if a city doesn't adopt a conforming ordinance and design guidelines by the required date, middle housing shall be allowed on all lots zoned for single family residential use without limitations.

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Square Miles





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Summary of Changes: HB2721

HB2721 further states a municipality may not:

- Discourage the development of middle housing
- Restrict middle housing types to less than two floors
- Restrict the floor area ratio to less than 50%
- Restrict permitting or plan review requirements
- Require owner/occupancy of any structure
- Require structures to be sprinklered/ comply with commercial requirements
- Require more than 1 off-street parking space per unit

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Summary of Changes: HB2721

HB2721 affects the following sections of the City Code:

- Section 112-1.1
- Section 112-2.1
- Section 112-3.1

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Summary of Changes: SB1182

SB1182- Noise and Construction Start Times:

Prohibits a municipality from adopting any noise ordinance that limits construction between May 1 and October 15 of each year between the hours of 5am and 7pm:

- Allows for the pouring of concrete to occur one hour before the construction start time

SB1182 affects the following sections of the City Code:

- 34-105 - Noise
- 104-1.7 - Noise and Vibration Standards

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Summary of Changes: SB1182

Current code already exceeds the parameters of the legislative changes by allowing construction to occur between 5am and 9pm.

Within section 34-105 the exception for concrete to be poured an hour earlier was added.

Section 104-1.7 was updated to reference back to the updated section 34-105 for consistency.

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Housing Design Plans: SB1529

Updates A.R.S. § 9-461.19 to require a municipality to:

- Establish standard approved housing design plans or a preapproved housing design plan program with the following classes :
  - Class 1: Single Family – Have three approved housing designs ranging in size from 800 to 2,000 sq. ft. by July 1, 2026
  - Class 2: Duplexes - Have three approved housing designs ranging in size from 400 to 1,000 sq. ft. by January 1, 2027
  - Class 3: Triplexes - Have three approved housing designs ranging in size from 400 to 1,000 sq. ft. by January 1, 2027
  - Class 4: Triplexes - Have three approved housing designs ranging in size from 400 to 1,000 sq. ft. by January 1, 2027

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Sober Living Homes: SB1308

PASSED this legislative session!

Updates A.R.S. § 9-462.14 to require a municipality to:

- ✓ Establish a procedure to request deviation/ reasonable accommodation from distance requirements between SLH's
- ✓ City cannot reclassify a single-family home to commercial because of an SLH
- ✓ Ensure city's definition of SLH matches the expanded state definition

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Sober Living Homes: SB1308

The bill further:

- Makes patient brokering unlawful
- Clarifies the State licensing requirements and standards through the Department of Health Services (DHS)
    - Expands sobriety requirements and testing
    - Requires policies and procedures
    - Requires a “good neighbor” policy
    - Requires accounting practices of the operators
    - Requires operators to post notice of patient/ resident rights openly
    - Requires operator fingerprinting

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Sober Living Homes: SB1308

The bill further:

- Requires SLH's to "obtain and maintain" current documentation from the local jurisdiction confirming compliance with all zoning, building code and fire code requirements
- Includes a statement of "Legislative Findings" supporting the protection of residents living in these homes and the community at large from unscrupulous operators
- Sets a series of penalties for non-conformance that DHS can enact
- Requires information sharing between DHS and local jurisdictions

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Neighborhood Outreach

September 17, 2025 at 6:00 PM
Surprise Regional Library
Public Attendance: 1
Public Inquiry via email: 1

Questions raised were related to the Middle Housing bill and included:

- General questions about what defines middle housing
- Questions about the impact to specific areas of the city if the bill passes.

Feedback was neither in direct support or opposition to the bill.

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Text Amendment Timeline

9/17/2025	• Neighborhood Meeting
10/02/2025	• P&Z Commission
11/04/2025	• City Council Meeting



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Recommendation

Staff recommends the Commission recommend approval of the proposed Zoning Text Amendments (ZTA) to conform with recent legislative updates to the Mayor and City Council.

This will require three separate actions; one for each planning case.

- Ordinance 2025-21, FS25-0479: Administrative Approvals
- Ordinance 2025-18, FS25-0481: Middle Housing
- Ordinance 2025-17, FS25-0482: Construction Start Times

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Questions or Comments?

THANK YOU

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CITY OF SURPRISE
Planning & Zoning Commission

Council Meeting Date: October 2, 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 recent legislative updates regarding middle housing. Case # FS25-0481.

Motion:
I move to recommend approval of the Zoning Text Amendment for middle housing, Case #FS25-0481.

I move to recommend denial of the Zoning Text Amendment for middle housing, Case #FS25-0481 because insert reason.

Background:
In 2025 the Arizona State Legislature passed a series of bills aimed at reducing municipal review timeframes for development and reducing housing costs by modifying various zoning and development requirements for municipalities. As a result, impacted municipalities are required to act to modify conflicting codes to conform with many of these bills.

HB2721, “Middle Housing”, requires jurisdictions to allow for the development of duplexes, triplexes, fourplexes and townhomes on any areas zoned for single family residential within a mile of a city’s central business district and/or at least 20% of any new development of more than ten contiguous acres; along with placing restrictions on what the city can require with these developments. The City does not have a central business district, as statutorily defined. This bill does not apply to territory in the vicinity of a military airport, so long as conforming provisions are adopted by January 1, 2026. Failure to adopt a conforming ordinance will make this bill applicable to the entirety of the City of Surprise.

Objective Analysis:

Policy Compliant:

Financial Impact:
The financial 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 lelvels.

ATTACHMENTS:

1. 00-FS25-0481 ZTA for Middle Housing - PZ Staff Report
2. 01 - FS25-0481 Middle Housing ZTA - Leg Edit
3. 02 - FS25-0481_Citizen Participation Report
4. Leg Update ZTA Presentation

ZONING TEXT AMENDMENT

REPORT TO THE PLANNING AND ZONING COMMISSION

Case:	**FS25-0481**
Project Name:	Zoning Text Amendment Middle Housing
Council District:	Citywide
Meeting Date:	**October 02, 2025**
Planner:	Tiffany Copp, Assistant Director

Applicant:	City of Surprise
Request:	Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to recent legislative updates regarding middle housing. Case # FS25-0481.
General Plan Conformance:	The proposal is consistent with the Surprise General Plan 2040.
Support/Opposition:	None known
Staff Recommendation:	Staff recommends the Commission recommend **approval** of the proposed Zoning Text Amendment (ZTA) for middle housing to conform with recent legislative updates, case FS25-0481, to the Mayor and City Council.

BACKGROUND:

In 2025 the Arizona State Legislature passed a series of bills aimed at reducing municipal review timeframes for development and reducing housing costs by modifying various zoning and development requirements for municipalities. As a result, impacted municipalities are required to act to modify conflicting codes to conform with many of these bills.

HB2721, “Middle Housing”, requires jurisdictions to allow for the development of duplexes, triplexes, fourplexes and townhomes on any areas zoned for single family residential within a mile of a city’s central business district and/or at least 20% of any new development of more than ten contiguous acres; along with placing restrictions on what the city can require with these developments. The City does not have a central business district, as statutorily defined. This bill does not apply to territory in the vicinity of a military airport, so long as conforming provisions are adopted by January 1, 2026. Failure to adopt a conforming ordinance will make this bill applicable to the entirety of the City of Surprise.

ANALYSIS AND DISCUSSION:

The proposed Zoning Text Amendment includes several additions, deletions and modifications throughout Chapter 112, sections 112-1.1, 112-2.1 and 112-3.1 of the Surprise Municipal Code, in an effort to bring the City's codes into conformance with the recently adopted legislative changes. Detailed changes are outlined in the attached Zoning Text Amendment legislative edits draft.

CONFORMANCE WITH ADOPTED PLANS:

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

CITIZEN PARTICIPATION:

An outreach meeting was held at Surprise Regional Library on Wednesday September 17, 2025 at 6:00PM. There was one member of the public in attendance and one email inquiry received regarding this case. Questions raised included clarifying what defines "middle housing", and questions regarding the impact of this bill to the desert rural communities out west on Sun Valley Parkway past 219th Avenue. Staff received no direct support or opposition for or against the proposed text amendment.

SUMMARY:

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

RECOMMENDATION:

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

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

Recommended Motions:

I move to recommend approval of the Zoning Text Amendment for middle housing to conform with recent legislative updates, Case # FS25-0481.

I move to recommend denial of the Zoning Text Amendment for middle housing to conform with recent legislative updates, Case # FS25-0481 because insert reason.

Attachments:
01 ZTA Draft Legislative Edit
02 Citizen Participation Report
PowerPoint

FS25-0481 – Middle Housing ZTA

Legislative Edits

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

Chapter 112 Middle Housing

ARTICLE I. IN GENERAL

Sec. 112-1.1. Purpose.

The purpose of this Article is to conform with A.R.S. § 9-462.13, which requires municipalities with populations of 75,000 or more persons to authorize duplexes, triplexes, fourplexes, and townhomes as a permitted use no later than January 1, 2026, on both of the following: (1) lots zoned for single-family residential use within one mile of the municipality's central business district; and (2) at least twenty percent of any new development of more than ten contiguous acres. The regulations in this Article are in addition to other codes and requirements of the City of Surprise.

ARTICLE II. DEFINITIONS

Sec. 112-2.1. Definitions.

A. For purposes of administering Chapter 112, the following definitions apply:

Building Code:

a. Means the construction code adopted by the City of Surprise.
b. Includes a model building code, commercial code, plumbing and mechanical code, electric code, energy conservation code, fire code, property maintenance code, neighborhood preservation code, anti-blight code or other similar code.

Central business district means an area or series of areas designated by the City that are primarily nonindustrial and that attract community activity, including the entire geographic area that the City has officially designated as its downtown or equivalent on the effective date of the section.

Duplex means two dwelling units on the same parcel or lot in attached, detached or semidetached arrangements that are designed for residential occupancy by not more than two households living independently from each other.

Floor area ratio means the ratio of allowed square footage in a middle housing project to the square footage of the parcel on which it is built.

Fourplex means four dwelling units on the same parcel or lot in attached, detached or semidetached arrangements that are designed for residential occupancy by not more than four households living independently from each other.

Household means either: (a) A single person living or residing in a dwelling or place of residence; (b) Two or more persons living together or residing in the same dwelling or place of residence.

Middle housing (a) Means buildings that are compatible in scale, form and character with single-family houses and that contain two or more attached, detached, stacked or clustered homes; (b) Includes duplexes, triplexes, fourplexes and townhouses.

Permitted use means the ability for a development to be approved without requiring a public hearing, variance, conditional use permit, special permit or special exception, other than a discretionary zoning action to determine that a site plan conforms with applicable zoning regulations.

Townhouses means dwelling units that are constructed in a row of two or more attached units in which each dwelling unit shares at least one common wall with an adjacent unit and that are accessed by separate outdoor entrances.

Triplex means three dwelling units on the same parcel or lot in attached, detached or semidetached arrangements that are designed for residential occupancy by not more than three households living independently from each other.

ARTICLE III. Eligibility, Process, and Standards

Sec. 112-3.1. Eligibility for Middle Housing as a Permitted Use.

A. **Eligibility**. Subject to the requirements of this section, a duplex, triplex, fourplex, or townhome is allowed as a permitted use on:

1. A lot zoned for single-family residential use within one mile of the City's *central business district*.
2. At least twenty percent of a new development of more than ten contiguous acres.

B. **Non-Eligibility**. The following areas are not eligible to construct a duplex, triplex, fourplex, or townhome as a permitted use as provided in this Chapter:
1. Areas that are not incorporated;
2. Areas that lack sufficient urban services;
3. Areas that are not served by water and sewer services;
4. Areas that are not zoned for residential use;
5. Areas that are not incorporated and are zoned under an interim zoning designation that maintains the area's potential for planned urban development;
6. Areas covered under A.R.S., title 48, chapter 6, article 4;
7. Any land within the territory in the vicinity of a public airport as defined in A.R.S. § 28-8486 or to the extent this section would interfere with the public airport's ability to comply with the laws, regulations and requirements of the United States related to applying for, receiving or spending federal monies; and

8. Any land within the territory in the vicinity of a military airport as defined in A.R.S. § 28-8461.

C. **Application Process.** A property owner seeking to develop an eligible project shall submit an application that includes the following:
   1. Evidence satisfactory to the Community Development Director that the proposed duplex, triplex, fourplex, or townhome is eligible as a permitted use in accordance with this section;
   2. A site plan in conformance with the requirements of the City of Surprise plan review and approval processes;
   3. Evidence of site plan review and approval by any utility provider impacted by the proposed development;
   4. Evidence of sufficient urban services for the entire proposed development;
   5. Evidence of adequate existing public sewer and water service for the entire proposed development; and
   6. Compliance with all applicable building codes, zoning codes, and other applicable City codes and standards.

D. **Utilities.** Notwithstanding the provisions of this Chapter, a utility provider impacted by an application under this section shall have the opportunity to review and approve the site plan for the development.

E. **Development Standards and Requirements**. An eligible project shall comply with all development standards and requirements applicable to the respective zoning district and product type, with the following exceptions:
   1. *Parking.* Middle housing products require one off-street parking space per unit.
   2. *Height*. No maximum height requirement shall restrict a middle housing type to less than two (2) floors.

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ARIZONA

COMMUNITY DEVELOPMENT
CITY OF SURPRISE
16000 N. CIVIC CENTER PLAZA
SURPRISE, AZ 85374
T. 623·222·3000

Citizen Participation Report

Zoning Text Amendment Legislative Updates

FS25-0479, FS25-0481 & FS25-0482

September 18, 2025

PROJECT DESCRIPTION

The city has initiated this Zoning Text Amendment (ZTA) to the Surprise Municipal Codes and Land Development Ordinances (LDO), amending several sections of code to be in conformance with recent legislative updates. As part of these changes, these amendments propose the following:

- Corrections to scrivener's errors, incorrect references, and other minor cleanup items that will improve overall clarity and consistency.
- Amendments to language regarding administrative approvals, in conformance with HB2447 (2025).
- Amendments to language regarding middle housing, in conformance with HB2721 (2024).
- Amendments to language regarding noise and construction start times, in conformance with SB1182 (2025).

ADVERTISING

The meeting was advertised in the Phoenix Independent (formerly the Daily Independent) on Friday, August 22, 2025 and the Surprise Independent on Wednesday, August 27, 2025, and published on the City website.

MEETING DESCRIPTION & ATTENDANCE

The meeting was held at Surprise Regional Library in the Programming Room on September 17, 2025 at 6 p.m. Staff received one (1) email inquiry regarding the text amendments, 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 email recipient and answered by City staff.

From: Tiffany Copp
To: [redacted] Trever Fleetham; Christina Sexton
Cc: [redacted] Mindy Davis; [redacted]
Subject: RE: CivicPlus Notification
Date: Thursday, September 18, 2025 9:17:00 AM

Kimberly,

There are no plans for staff-initiated zoning ordinance amendments to follow these proposed changes.

Staff does, however, have an applicant-initiated text amendment that was submitted to us in 2024 where the applicant is seeking to modify some of the definitions and requirements for townhome/ duplex development so this product can go on infill lots (undeveloped lots remaining between developed lots. Example: south side of Greenway Road just west of Litchfield Road). @Christina Sexton or @Trever Fleetham, if we have a draft of *that* proposed text amendment that is in shareable form, can you please provide a copy to Kimberly and Michele for their review; or at minimum, keep them on the list to share with when the draft is ready for prime time?

Thank you,

Tiffany Copp
623-222-3020

NOTICE: By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with a City employee, you agree and acknowledge that: (1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; (2) any information provided by a City employee is not the equivalent of a title report or a real estate survey; (3) you are responsible for independently researching and verifying the information; (4) a City employee is not authorized to bind the City in any manner, except by formal Zoning Administrator determination; and (5) any error, omission, incorrect information, or false information provided by a City employee shall not give rise to any liability on behalf of the City.

From: Kimberly Virostek [redacted]
Sent: Wednesday, September 17, 2025 5:31 PM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]; Trever Fleetham <Trever.Fleetham@surpriseaz.gov>; Mindy Davis <Mindy.Davis@surpriseaz.gov>; Rural Residents Surprise [redacted]
Subject: Re: CivicPlus Notification

*****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 for bringing attention to that. I still feel that without restrictions on what can be charged to the people attempting to secure middle housing as their residence, this will be unlikely to truly solve the problems people are facing, but will unfortunately be likely to further line the pockets of developers and landlords.

Will there be any zoning ordinance amendments to follow?

Appreciate the sharing of information. Thank you as always.

-Kimberly

On Sep 17, 2025, at 3:51 PM, Tiffany Copp <tiffany.copp@surpriseaz.gov> wrote:

Kimberly-

I failed to point this out in my earlier email, but hoping you saw it in the bill, there is a penalty clause that if cities don't adopt an ordinance in conformance with this bill by January 1, 2026, middle housing will be allowed throughout the city and not just limited to 22%. Again, let us know if you (or your community) have further questions.

Thank you,

Tiffany Copp
623-222-3020

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From: Tiffany Copp
Sent: Wednesday, September 17, 2025 1:59 PM
To: 'Kimberly Virostek' [redacted]
Cc: Michele Staples [redacted]; Trever Fleetham <Trever.Fleetham@Surpriseaz.gov>; Mindy Davis <Mindy.Davis@surpriseaz.gov>
Subject: RE: CivicPlus Notification

Kimberly,

Attached is a map that will be in the presentation showing the 22% of the City this will apply to… you are looking for the brown areas within the yellow and black dashed lines and outside of the blue boxes. So yes, this bill potentially affects the areas around your community. The State has effectively tied the city's hands in the matter forcing us to allow these changes as a permitted uses. It remains to be seen how many developers *will* actually utilize this new bill language, though.

Tiffany Copp
623-222-3020

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From: Kimberly Virostek [redacted]
Sent: Wednesday, September 17, 2025 1:04 PM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]; Trever Fleetham <Trever.Fleetham@surpriseaz.gov>; Mindy Davis <Mindy.Davis@surpriseaz.gov>
Subject: Re: CivicPlus Notification

*****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 for the info.

Would HB2721 apply to the developments surrounding our community, or does the auxiliary Luke airfield negate this? If it does apply, can you confirm if it is just for new developments that haven't yet gone through approval processes?

-Kimberly

On Sep 15, 2025, at 5:33 PM, Tiffany Copp <tiffany.copp@surpriseaz.gov> wrote:

Kimberly,

Attached are drafts of the proposed text amendments going forward as part of the legislative updates to P&Z and council. We are bringing these items forward to amend city code to conform with recent statutory changes implemented by the state legislature, as follows:

1. FS25-0482 concerns construction start times and summertime hours. Our code already exceeds what state statute now requires so the changes are minimal. (SB1182)
2. FS25-0479 concerns administrative approvals. The law now **requires** certain entitlements to be processed administratively instead of leaving cities the option to do administratively or not. (HB2447)
    1. The bill also requires the city to allow applicants with a history of following the building codes to have expedited permit review. The city does not currently offer expedited review because our review times are already exceptional, comparatively, so we will be putting a program together for this. You will not see this last section reflected in the text amendment as there is no text to change to accommodate the expedited review, but we will make mention of this during staff presentation and we will be proposing new fees to accommodate the expedited review process, in line with what other cities already charge.
3. FS25-0481 concerns allowing middle housing and developing standards to encourage that development type in cities. (HB2721)
    1. Note that this bill does not apply to areas in the vicinity of a military airport, so only 22% of our city would be affected by this bill. Those areas are largely undeveloped today.

Please let me know if you have any questions. Thanks!

Tiffany Copp
623-222-3020

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From: Kimberly Virostek [redacted]

Sent: Tuesday, September 9, 2025 9:08 AM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]
Subject: Re: CivicPlus Notification

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Thank you, much appreciated.

-Kimberly

On Sep 9, 2025, at 7:42 AM, Tiffany Copp <tiffany.copp@surpriseaz.gov> wrote:

Good Morning,

I'm still going back and forth with our internal team on some revisions, but I will absolutely send you the text changes when they're ready... should be within the next day or so.

Good luck with your pup!

Tiffany Copp
623-222-3020

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From: Kimberly Virostek [redacted]
Sent: Monday, September 8, 2025 8:28 AM
To: Tiffany Copp <Tiffany.Copp@surpriseaz.gov>
Cc: Michele Staples [redacted]
Subject: CivicPlus Notification

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

Greetings Tiffany,

I hope this email finds you well.

I'm reaching out about the upcoming zoning text amendments related to administrative approvals, middle housing and construction start times; cases FS25-0479, FS25-0481 and FS25-0482.

My pup has neuter surgery on Sept 17 so I likely won't be able to make it to the meeting to review the changes and I'm hoping you can send me the text via email for review.

Thank you for your assistance.

Respectfully,

-Kimberly

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.
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<01-FS25-0482 Draft Legislative Edit.pdf>

<01-FS25-0479_Draft Leg Edit CLEAN.pdf>

<HB2721_Middle Housing_Leg Edit_TF EDITS_082125.pdf>

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ZONING TEXT AMENDMENT – LEGISLATIVE UPDATES

FS25-0479, FS25-0481 & FS25-0482

Planning & Zoning Commission

October 02, 2025

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Background

56th & 57th Arizona State Legislature passed a series of bills with the intent to increase administrative approvals, require middle housing, and modify construction start times.

- Staff initiated a series of three text amendments to conform with these changes.
- Other bills of note are included for discussion only.

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Background

Bills Requiring Text Amendments - FOR ACTION	Awareness/ Honorable Mention Only – FOR INFORMATION
HB2447: Administrative Approvals	**SB1529:** Housing Design Plans
HB2721: Middle Housing (56th Leg)	**SB1308:** Sober Living Homes
SB1182: Construction Start Times	

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Summary of Changes: HB2447

HB2447- Administrative Approvals:

Proposes further modifications to the administrative approvals process. Changes to the bill further restrict what cities “shall” do, requiring:

- At-risk submittals for certain on-site preliminary grading and drainage work
- Applicants with a “…history of compliance with building codes…” to be eligible for expedited permit review

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Summary of Changes: HB2447

HB2447 affects the following sections of the City Code:

- 101-2.2 - Glossary of Terms
- 102-2.1 - Procedure Types
- 108-1.2 - General Subdivision Processes
- 108-1.4 - Minor Land Division
- 108-1.5 - Amended/ Corrected Final Plat
- 108-3.2 - Financial Assurances
- 108-3.2.1 - Deferral of Required Improvements

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Summary of Changes: HB2447

HB2447 affects the following sections of the City Code:

- 108-3.3 – Construction Inspection and Completion

The amendment also proposes striking sections 102-5.5 and 102-5.6, as they should have been stricken with the previous text amendment for Administrative Approvals, brought forth in December of 2024.

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Building Plan Review Time Comparison

City	Standard Review Time	Comment
Avondale	16 days first / 8 days resubmittal	All building permit types
Goodyear	5-25 days first / 5 days resubmittal	Review times vary by permit type with 5 days for simple residential (patio) and new commercial 25 days.
Peoria	5-18 days first/ resubmittals vary	Review and resubmittal times vary by project type with simple residential (patios) at 5 days and new commercial at 18. Resubmittals decline by 1-2 days thereafter per subsequent review.
Glendale	10-25 days/ resubmittals vary	Review times and resubmittals vary by project type.
Phoenix	5-45 days/ resubmittals vary	Review and resubmittal times vary by project type with simple plot plan at 5 days and new commercial at 45. Resubmittals vary thereafter per subsequent review.
Scottsdale	8-28 days/ resubmittals unknown	Resubmittal days not noted online
Surprise	4-16 days first/ 1-8 days resubmittal	

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Building Plan Review Fee Comparison

City	Expedited Review Fee	Comment
Avondale	Double the standard plan review fee	
Goodyear	Double the standard plan review fee	
Peoria	200% of normal plan review fee	Minimum $1,000
Glendale	300% of normal plan review fee	
Phoenix	3x basic plan review fee	
Scottsdale	2x basic plan review fee	An additional 20% is added if third review required
Surprise	None	None

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Fees: HB2447

Due to already exceptional review times, expedited plan review has not been offered in the city.

With the required change, Staff proposes an expedited review fee of:

- Double the standard plan review fee
- Minimum $1,000
- Additional 20% required for third review and beyond
- Fee will be brought forward for action at a subsequent meeting

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Summary of Changes: HB2721

HB2721- Middle Housing:

Requires that, on or before January 1, 2026, the city adopt an ordinance and regulations for the development of middle housing (duplexes, triplexes, fourplexes & townhomes) as permitted use on all lots:

- Zoned for single family residential within one mile of a central business district
- At least 20% of more than 10 contiguous acres

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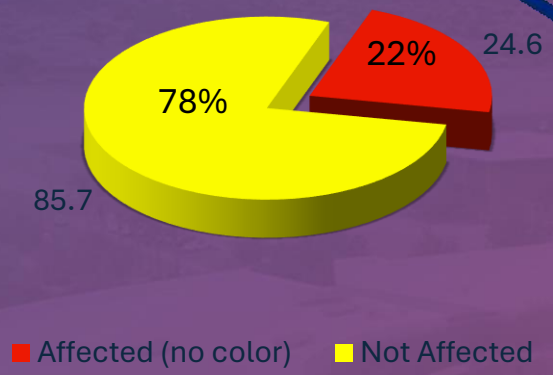
Summary of Changes: HB2721

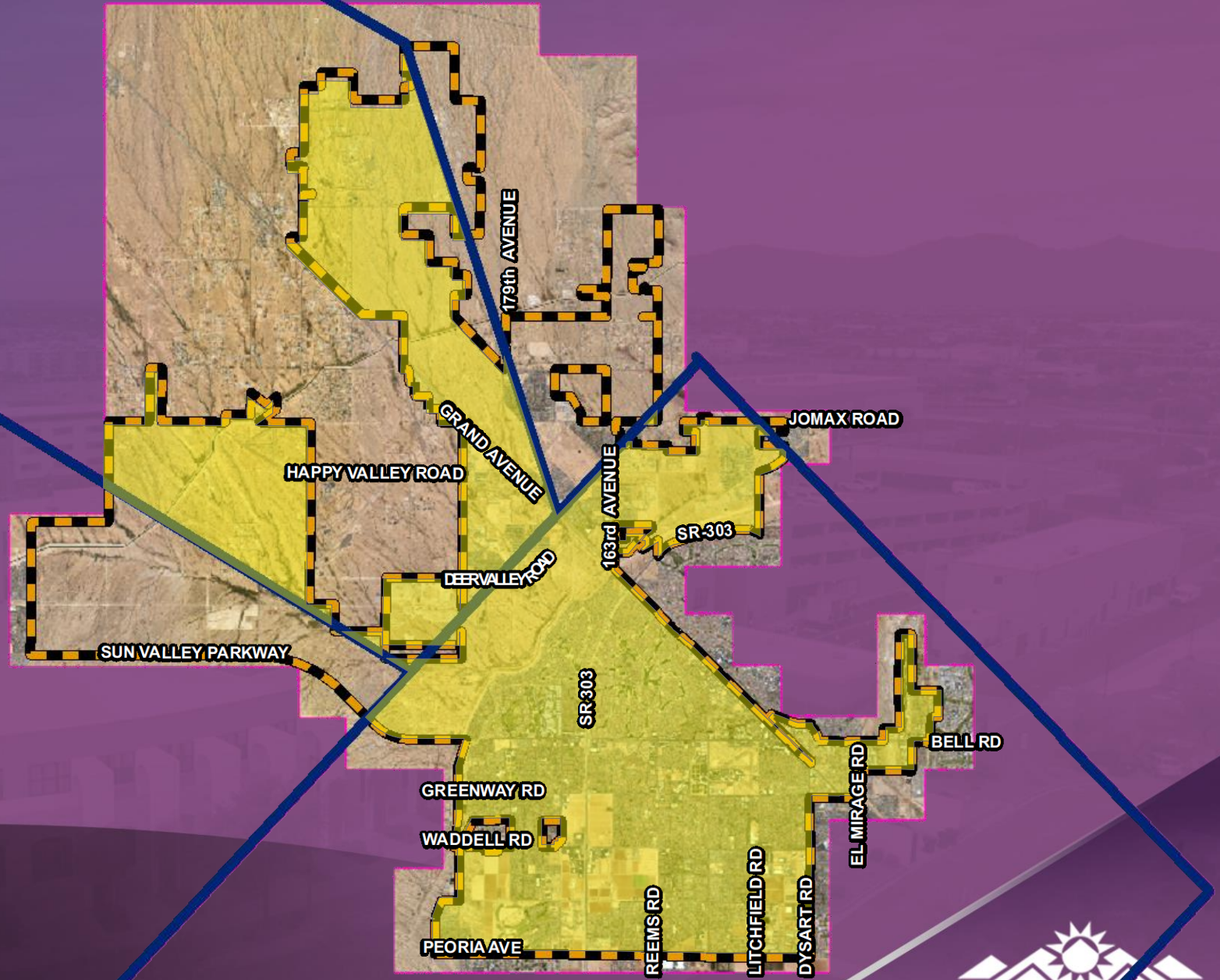
HB2721 does not apply to land within the vicinity of a military airport.

However, the bill also states that if a city doesn't adopt a conforming ordinance and design guidelines by the required date, middle housing shall be allowed on all lots zoned for single family residential use without limitations.

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Square Miles





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Summary of Changes: HB2721

HB2721 further states a municipality may not:

- Discourage the development of middle housing
- Restrict middle housing types to less than two floors
- Restrict the floor area ratio to less than 50%
- Restrict permitting or plan review requirements
- Require owner/occupancy of any structure
- Require structures to be sprinklered/ comply with commercial requirements
- Require more than 1 off-street parking space per unit

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Summary of Changes: HB2721

HB2721 affects the following sections of the City Code:

- Section 112-1.1
- Section 112-2.1
- Section 112-3.1

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Summary of Changes: SB1182

SB1182- Noise and Construction Start Times:

Prohibits a municipality from adopting any noise ordinance that limits construction between May 1 and October 15 of each year between the hours of 5am and 7pm:

- Allows for the pouring of concrete to occur one hour before the construction start time

SB1182 affects the following sections of the City Code:

- 34-105 - Noise
- 104-1.7 - Noise and Vibration Standards

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Summary of Changes: SB1182

Current code already exceeds the parameters of the legislative changes by allowing construction to occur between 5am and 9pm.

Within section 34-105 the exception for concrete to be poured an hour earlier was added.

Section 104-1.7 was updated to reference back to the updated section 34-105 for consistency.

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Housing Design Plans: SB1529

Updates A.R.S. § 9-461.19 to require a municipality to:

- Establish standard approved housing design plans or a preapproved housing design plan program with the following classes :
  - Class 1: Single Family – Have three approved housing designs ranging in size from 800 to 2,000 sq. ft. by July 1, 2026
  - Class 2: Duplexes - Have three approved housing designs ranging in size from 400 to 1,000 sq. ft. by January 1, 2027
  - Class 3: Triplexes - Have three approved housing designs ranging in size from 400 to 1,000 sq. ft. by January 1, 2027
  - Class 4: Triplexes - Have three approved housing designs ranging in size from 400 to 1,000 sq. ft. by January 1, 2027

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Sober Living Homes: SB1308

PASSED this legislative session!

Updates A.R.S. § 9-462.14 to require a municipality to:

- ✓ Establish a procedure to request deviation/ reasonable accommodation from distance requirements between SLH's
- ✓ City cannot reclassify a single-family home to commercial because of an SLH
- ✓ Ensure city's definition of SLH matches the expanded state definition

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Sober Living Homes: SB1308

The bill further:

- Makes patient brokering unlawful
- Clarifies the State licensing requirements and standards through the Department of Health Services (DHS)
    - Expands sobriety requirements and testing
    - Requires policies and procedures
    - Requires a “good neighbor” policy
    - Requires accounting practices of the operators
    - Requires operators to post notice of patient/ resident rights openly
    - Requires operator fingerprinting

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Sober Living Homes: SB1308

The bill further:

- Requires SLH's to "obtain and maintain" current documentation from the local jurisdiction confirming compliance with all zoning, building code and fire code requirements
- Includes a statement of "Legislative Findings" supporting the protection of residents living in these homes and the community at large from unscrupulous operators
- Sets a series of penalties for non-conformance that DHS can enact
- Requires information sharing between DHS and local jurisdictions

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Neighborhood Outreach

September 17, 2025 at 6:00 PM
Surprise Regional Library
Public Attendance: 1
Public Inquiry via email: 1

Questions raised were related to the Middle Housing bill and included:

- General questions about what defines middle housing
- Questions about the impact to specific areas of the city if the bill passes.

Feedback was neither in direct support or opposition to the bill.

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Text Amendment Timeline

9/17/2025	• Neighborhood Meeting
10/02/2025	• P&Z Commission
11/04/2025	• City Council Meeting



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Recommendation

Staff recommends the Commission recommend approval of the proposed Zoning Text Amendments (ZTA) to conform with recent legislative updates to the Mayor and City Council.

This will require three separate actions; one for each planning case.

- Ordinance 2025-21, FS25-0479: Administrative Approvals
- Ordinance 2025-18, FS25-0481: Middle Housing
- Ordinance 2025-17, FS25-0482: Construction Start Times

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Questions or Comments?

THANK YOU

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CITY OF SURPRISE
Planning & Zoning Commission

Council Meeting Date: October 2, 2025

Contact Person: Mindy Davis, ASSISTANT DIRECTOR

Submitting Department: Community Development

District: Citywide

Staff Recommendations:

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

Agenda Wording:

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

Motion:

N/A

Background:

The International Building Codes (I-Codes) are developed by the International Code Council. The City of Surprise has utilized the I-Codes as its adopted building code since the 2003 Edition. The City of Surprise last adopted the 2018 edition of the I-Codes in September 2019. The 2024 edition of the I-Codes is the most current available for adoption. All municipalities in Maricopa County use some edition of the I-Codes, with Buckeye, Chandler and Phoenix having recently adopted the 2024 edition of the I-Codes. The adoption of the I-Codes includes local amendments including Fire Suppression, Sound Attenuation and Residential Pool Barrier requirements.

Objective Analysis:

The adoption of any new building code requires approval of the City Council by ordinance.

Policy Compliant:

N/A

Financial Impact:

There are no anticipated financial impacts related to this item.

Budget Impact:

There is no anticipated budget impact related to this item.

FTE Impact:

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

ATTACHMENTS:

1. 2025_ 10_02 P&Z Session_MJD

WELCOME

2024 INTERNATIONAL BUILDING / FIRE CODE ADOPTION AND LOCAL AMENDMENT OVERVIEW

October 2nd, 2025

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2024 I-Code Adoption

Transitioning from 2018 to 2024 I-Codes



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Recap of 2024 I-Code Overview

Purpose of Adopting Building Codes

Background and History of ICC

Rationale for Local Amendments



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The 2024 I-Codes

- 10 Volumes
  - 4718 pages
- Local Amendments
  - Approximately 80 pages



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Regional 2024 I-Code Adoption Progress

Adopted

- Buckeye
- Chandler
- Phoenix

In Process

- Maricopa County
- Tempe
- Glendale
- Goodyear
- Peoria
- Gilbert

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Fire Code Amendment Highlights



Fewer local amendments



Reduction in amendments to chapter 12 energy systems



Continued requirements for automatic fire sprinklers (except R-3 occupancies)



Eliminated full-area smoke requirements from fire alarm systems

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Amendments Rolled Over from 2018

- Flood Requirements (Maricopa County)
- Minimum Reinforcement Standards for Masonry
- Garage/Dwelling Separation

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Amendments for State Law Compliance

- Arizona Revised Statute (9-462.13) on middle housing (Effective January 1st, 2026)
  - Three amendments to the IRC
  - One amendment to the IBC

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Amendments for Regional Consistency

- Residential Energy Services Network (RESNET)
- Garage door opener receptacle (non-GFCI allowed)
- Garage receptacles 18” minimum above floor

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Resident & Stakeholder Feedback

Continuous Resident & Stakeholder Feedback

- Neighborhood/HOA meetings/Stakeholder meetings
- Interactions during the permitting process
- Website Inquires – Ask a Building Code Question

Outreach Effort for Adoption Process

- Webpage update - Comment period was open 87 days
- Media releases
- Two public outreach meetings

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Continuous Resident Feedback



- Permit Exemptions
  - Replacement windows
  - HVAC replacement
  - Skylights/tubular daylighting devices

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Continuous Resident Feedback



- Allow A/C units in residential garages
- Allow metal awning/patio with 3’ setback

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Continuous Stakeholder Feedback

- Electric receptacle location in bathrooms
- Whole house surge protection devices (optional)
- Kitchen island electric receptacle location



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Public Outreach Draft Feedback

- Number of persons allowed in a residential assisted living facility
- Whole house surge protection devices
- Flood requirements
- Water demand calculator
- Implementation

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Project Schedule

October ➡ November ➡ December

City Council Work Session Outreach Update

Planning and Zoning Recommendation

City Council Request for Adoption

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Questions or Comments?

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